

Listing and Coverage: A Survival Guide for the Field Representative

Form 11-8



Volume II Demographic Area Address Listing (DAAL)

Form 11-8
Listing and Coverage:
A Survival Guide for the
Field Representative

Volume II
Demographic Area Address Listing (DAAL)

Table of Contents

	<i>Release Date:</i>
Introduction	<i>02/2003</i>
Chapter 1 - Demographic Area Address Listing (DAAL)	<i>02/2003</i>
1.1 Overview: Case Management	
Chapter 2 - Update Block (UB) Assignments	<i>02/2003</i>
2.1 Overview: UB Assignments	
2.2 Locating and Canvassing a Block	
2.3 Updating ALMI Map Information	
2.4 Listing Procedures for Living Quarters	
2.5 Update Block-NHIS (UB-N)	
Chapter 3 - Listing GQs in the GAIL	<i>02/2003</i>
3.1 Overview: Listing GQs in the GAIL	
3.2 GQ-A (Update Block) Assignments	
3.3 GQ Segment Assignments	
3.4 Housing Units in a GQ	
3.5 Special Situations	
Chapter 4 - Locate Address (LA) Assignments	<i>02/2003</i>
4.1 Overview: The Locate Address (LA) Method	
4.2 Locate Address (LA) Procedures	
4.3 Handling Hard-To-Find Addresses	

Chapter 5 - Find Growth (FG) Assignments *02/2003*

5.1 Overview: The Find Growth (FG)
Assignments

5.2 Find Growth (FG) Procedures

Appendixes *02/2003*

Glossary *02/2003*

Index *02/2003*

Introduction

Purpose

Form 11-8 Listing and Coverage: A Survival Guide for the Field Representative provides Census Bureau Field Representatives (FRs) with listing and coverage procedures. Due to automation and other technological advances, listing and coverage procedures are organized into two manuals:



Form 11-8 Volume I, Current Surveys Listing and Coverage



Form 11-8 Volume II, Demographic Area Address Listing (DAAL)

Form 11-8 Volume I – provides listing and coverage procedures for current surveys at time of interview and contains instructions for handling and maintaining the various paper forms (non-automated) used for current surveys.

Form 11-8 Volume II – provides instruction for electronic listing and mapping (automated) via laptop computer.

Structure and Organization

This manual is divided into a series of chapters and each chapter is divided into a series of modules. The following describes the numbering system used in this manual:

- Chapters are numbered sequentially, for example Chapter 1, Chapter 2, and so forth.
- Modules are numbered sequentially within chapters and the module number is a compound number consisting of the chapter number and module number. For example, the first module of Chapter 1 is numbered 1.1.

- Pages are numbered sequentially within modules. However, page numbers do not carry module or chapter numbering. Information is organized and navigated by module number, not page number.

What This Manual Contains

Chapter 1- Demographic Area Address Listing (DAAL) – covers case management, automated listing and mapping instruments, and DAAL assignment types.

Chapter 2 - Update Block (UB) Assignments – covers procedures for using the update block method to list and verify addresses.

Chapter 3 - Listing GQs in the GAIL – covers procedures for listing GQ-A (GQs in update block assignments) and GQ segment assignments in the GAIL.

Chapter 4 - Locate Address (LA) Assignments – covers procedures for using the locate address method to locate and update address information.

Chapter 5 - Find Growth (FG) Assignments – covers procedures for using the find growth method to locate new housing units in assigned geographic areas.

Appendix A - DAAL Outcome Codes – detailed list of DAAL Outcome Codes.

Appendix B - GQ Type Codes – detailed list of GQs by type code and description.

Appendix C - Special Situations - instructions for special situations.

Glossary – an alphabetical list of terms relating to demographic area address listing.

Index – an alphabetical list of topics, keywords, and synonyms used in this manual.

Typographic Conventions

The following typographical conventions are used in this manual:

- ⇒ **Bold** text identifies a paragraph tag. A paragraph tag is used to emphasize introductory terms. For example:

Index - an alphabetical list...

- ⇒ *Italicized* text identifies new terms introduced, document titles (forms and manuals), and is used for emphasis when required.

- ⇒ **Courier Bold** identifies words that can be read from the computer monitor.

- ⇒ <Caret> identify keys on the keyboard. For example:

Press the <F5> edit function key.

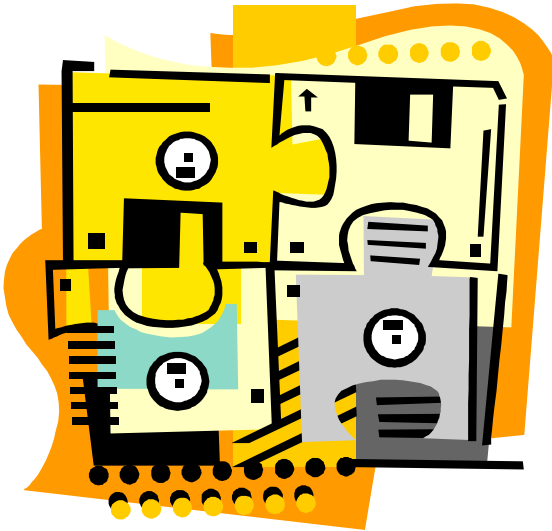
Screening (light color shade screen) is used to highlight important text such as notes.

Updating This Manual

Anytime an update to this manual is required, the entire module affected will be replaced. Check the module issue date in the lower left corner of each module page to ensure that you have the latest module release.

Chapter 1

Demographic Area Address Listing (DAAL)



1.1 Overview: Case Management

1.1

Overview: Case Management






Topics In This Section

<i>What is DAAL Case Management?</i>	1
<i>Importing Datasets</i>	2
<i>Viewing and Organizing Your Listing Assignments</i>	5
<i>Planning Your Route and Working Your Assignments</i>	8
<i>Entering the Listing Instruments (ALMI or GAIL)</i>	10
<i>ALMI Data File Management</i>	12
<i>Assigning Outcome Codes</i>	14

What is DAAL Case Management?

The *Demographic Area Address Listing (DAAL) Case Management* application displays your listing assignments, also known as cases, so that you can plan your work before entering the Automated Listing and Mapping Instrument (ALMI) or Group Quarters Automated Instrument for Listing (GAIL).

The DAAL Case Management (CM) allows you to do the following:

-  Import datasets,
-  View and organize your listing assignments,
-  Plan your route,
-  Enter the listing instrument (ALMI/GAIL), and
-  Assign outcome codes.

The DAAL Case Management screen is displayed in Figure 1.1-1.

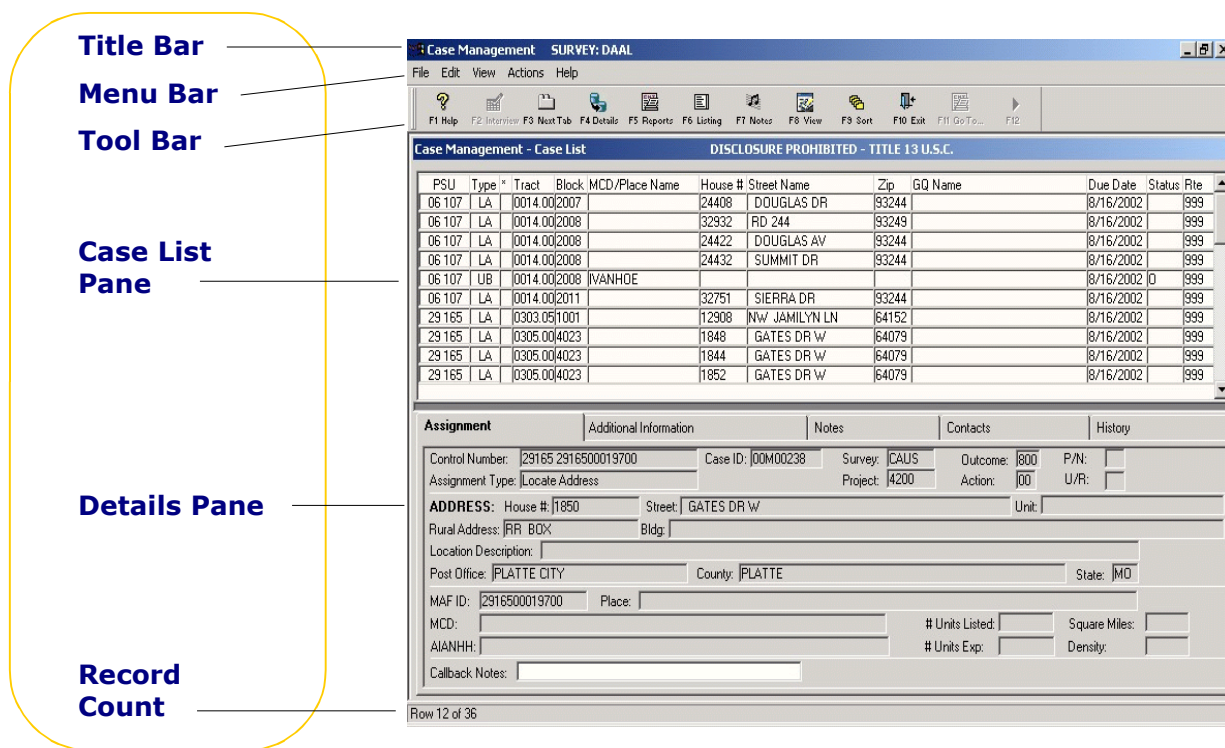


Figure 1.1-1 DAAL Case Management Screen

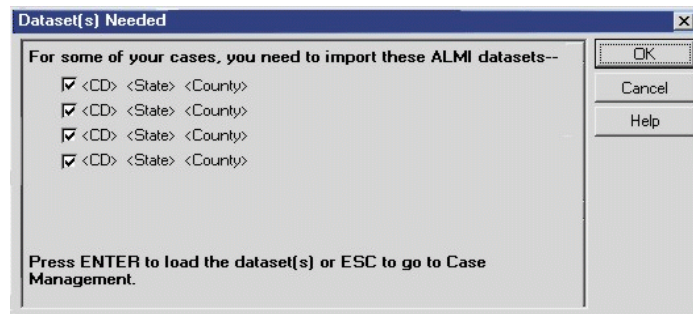
Importing Datasets

Before you can begin listing, you must import the datasets needed to complete your assignments into the ALMI. Every six months your Regional Office (RO) will provide you with a CD-ROM that contains ALMI data for all the counties in the region. Based on the counties where your assignments are located, Case Management will tell you which county datasets to import and when to import them (usually when you first enter Case Management). These datasets contain all the addresses in each county, as well as the streets and other geographic information needed by the ALMI.

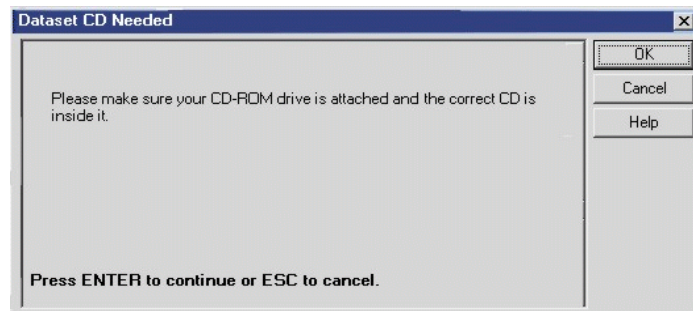
You must attach the CD-ROM before turning on your computer.

To import datasets when you *first* launch DAAL Case Management, do the following:

- 1 When you launch DAAL Case Management, the Dataset(s) Needed screen will display:



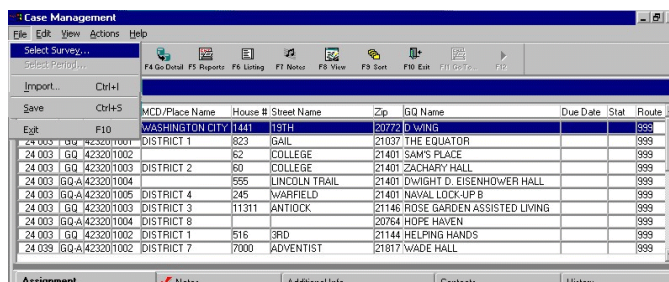
- 2 Click 'OK' or press <Enter>. The Dataset CD Needed screen will display:



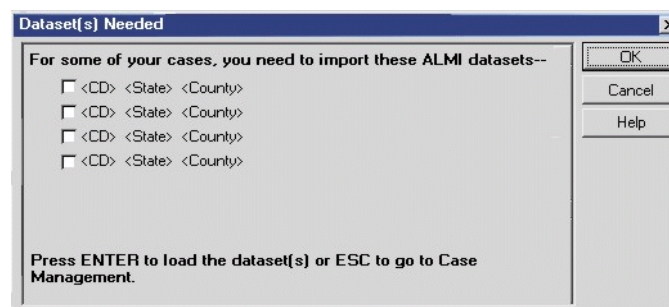
- 3 Click 'OK' or press <Enter> when the CD-ROM drive is attached and the CD is loaded. The import process will begin.

To import datasets *after* you have launched DAAL Case Management, do the following:

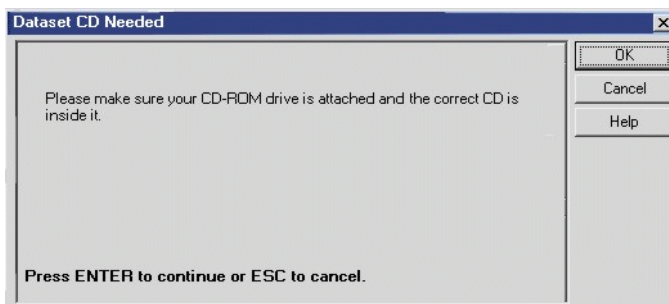
- 1 Look on the DAAL Case Management Menu Bar, click 'File' and select 'Import'.



- 2 The Dataset(s) Needed screen will display:



- 3 Click the checkbox for each dataset you want to import and then click 'OK'. The Dataset CD Needed screen will display:



Click 'OK' or press <Enter> after the CD-ROM drive is attached and the CD is loaded to begin the import process.

Viewing and Organizing Your Listing Assignments

The Case Management Case List Pane (Figure 1.1-2) displays each of your assignments on a separate line. Each assignment contains basic geographic information as well as *Assignment Type*, *Due Date*, *Status*, and *Route*. You can sort on one or more of the columns in the Case Management Case List Pane by clicking on the heading at the top of the column.

Data Columns

Assignments

PSU	Type	Tract	Block	MOD/Parcel Name	House #	Street Name	Zip	GQ Name	Due Date	Status	Route
13 293	LA			U-1 UH		210 Lauren			06-33-2000		
13 293	LA					14 Alegria	30204		06-33-2000		
13 293	LA					100 Sweetwater	30256		06-33-2000		
13 293	LA					14 Alegria	31016		06-33-2000		
13 293	LA	9905 00	118			2101 Lauren	30256		06-33-2000		
13 293	LA	9905 00				RR2 E0-113			06-33-2000		
13 293	UB								06-33-2000		
13 293	UB	9905 00	22	San Antonio					06-33-2000		

Figure 1.1-2 Case Management Case List Pane

You can also view more information about each assignment by selecting the assignment and then selecting the tabs on the Details Pane (Figure 1.1-3).

Page Tabs

Assignment	Additional Information	Notes	Contacts	History
Control Number: 13293 Assignment Type: County Record Post Office: ADDRESS: House#: Street: Rural Address: Location Description: County: UPTION State: Place: MPO: AIAHH Callback Notes:	CaseID: 13293000 Survey Project: Unitcom: Action: 100	<input checked="" type="checkbox"/>		

Figure 1.1-3 Case Management Details Pane

To *view* notes, go to the Notes tab. If there is no checkmark present on the tab title, there are no notes to view.

To *add* or *edit* notes, press <F7> Notes.

Assignment Type

Below is a brief description of DAAL assignment *Types*, the basic geographic level shown in Case Management for each type, and an overview of what you need to do to complete each assignment. Refer to the appropriate chapter in this manual for more details on how to complete each assignment type.

Type	Geography or Unit Level	Your Basic Job
Update Block (UB)	Block level (County, Tract, and Block)	<ul style="list-style-type: none"> ▶ Locate the block. ▶ Verify that the addresses and other features (i.e. streets) in the block are accurately represented in the ALMI. ▶ Make changes or additions where necessary.
Update Block–NHIS (UB-N)	Block level (County, Tract, and Block)	<ul style="list-style-type: none"> ▶ Locate the block. ▶ Record or verify the addresses in the ALMI. ▶ Verify that the features in the ALMI are correct. ▶ Make changes or additions where necessary. <p>The procedures for UB-N are similar to those for Update Block. Unlike Update Block, UB-N won't have any addresses appearing in the ALMI at time of initial listing.</p>
Locate Address (LA)	Unit level (Higher level geography may or may not indicate where the unit actually is.)	<ul style="list-style-type: none"> ▶ Find the unit on the ground. ▶ Mapspot the unit in the correct tract and block in the ALMI. ▶ Make any necessary changes to the address. ▶ Verify that any features (for example, streets) associated with the assigned address are accurately represented in the ALMI.

Type	Geography or Unit Level	Your Basic Job
Find Growth (FG)	County, Tract, Place, MCD or ZIP Code level	<ul style="list-style-type: none"> ▸ Identify blocks in the assigned PSU, tract, place, ZIP Code, etc., that contain new growth. ▸ Add the blocks containing new growth in the ALMI. (These blocks will be sent out as Update Block assignments at a later date.) <p>If you encounter new growth outside the geography indicated in Case Management, you can add these assignments in the ALMI.</p>
GQ-A (GQ in an Update Block)	GQ level	<ul style="list-style-type: none"> ▸ Verify the GQ address and name in the ALMI (via the Update Block assignment). ▸ Enter the GAIL to record or verify contact information and the units in the GQ. <p>You must update the GQ in the ALMI before you can update it in the GAIL. The only way to update the GQ in the ALMI is to find the Update Block assignment associated with the GQ. (i.e., The Update Block and GQ-A assignments have the same tract and block number.)</p>
GQ (GQ in a GQ Segment)	GQ level	<ul style="list-style-type: none"> ▸ Verify the GQ address and name in the GAIL. ▸ Record or verify contact information and the units in the GQ in the GAIL. <p>You do not need to enter the ALMI to list this assignment type.</p>

Due Date

The *Due Date* is the date by which you must send your completed cases to the RO. You may receive up to three months of listing assignments at one time. If you have approximately the same number of assignments due each month, it may be helpful to sort on Due Date and work on the assignments due first. In all cases, due dates must be met to allow future field work to be done on schedule.

Status

The *Status* column in the Case Management Case List Pane tells you the status of each assignment. Case Management sets this code automatically based on the work you do in the ALMI or GAIL. Use the Status column to see what additional work you need to do on the assignment. A brief description of each status code is provided in the following table.

Status Code	Description
O	Case opened, but not sufficient.
P	Partial listing—sufficient.
L	Listing is complete. (Completed cases are removed from the Case Management Case List Pane.)
E	Listing is incomplete for a reason other than severe listing conditions or inaccessibility.
F	Listing cannot be completed due to severe listing conditions or inaccessibility.
G	The GQ listing is incomplete for a legitimate reason.

Planning Your Route and Working Your Assignments

Use the *Route* column in the Case Management Case List Pane as an aid in planning. Enter a '1' for the first assignment you want to complete, a '2' for the second assignment, and so on. Then, sort on the Route column. You can also use the Sorting feature to sort by geography. Sort your assignments by tract, MCD/Place name, or ZIP Code when possible. Save your route after you set it by pressing <Ctrl + S>.

Use the ALMI to help you plan your route. You can enter the ALMI through any assignment in Case Management except for GQ-A cases. Commercial maps and your local knowledge will also be useful in planning your work.

Since you probably have other surveys in addition to DAAL, it is a good idea to coordinate your DAAL assignments with your ACS or current survey assignments. If you know you have DAAL assignments and current survey assignments in the same general area, plan on doing both on the same day.

Plan your work by Census tract or ZIP Code. You should use the Address/Feature Search function in the ALMI to identify a block or group of blocks where your Locate Address assignments may be located, if this information is not already provided. This will help you to minimize your travel by combining your DAAL work with other survey work, to the extent possible. You can locate the DAAL addresses and verify their existence while you are in the same area completing your ACS or other current survey interviews.

Plan a route of travel *before* you begin your field work each day. This will minimize your travel time and improve efficiency. When you locate the block that contains your assignment, you should identify the streets and features that are the boundaries of the block. This will help you confirm that you are in the correct block. If necessary, drive around the block once to properly orient yourself. Remember, you update only the housing units on the side of the boundary that is *inside* the block designated for verification.

Plan your work so you can cover all assignments in the same general area. When you have Update Block (UB) and Locate Address (LA) assignments in the same tract, try to do them during the same visit to the tract. *However, you should only work on one type of assignment at a time when in the ALMI.*

Example 1: Suppose you have an Update Block and three Locate Address assignments in tract 0001.00.

The Update Block assignment is in block 1101, two of the

Locate Address assignments are in block 1102, and the third Locate Address assignment is in block 1103. From Case Management, choose the Update Block assignment in block 1101 and select that block in the ALMI. While in the ALMI, you work the Update Block assignment. Then, exit the ALMI and go back to Case Management before working on your Locate Address assignments.

It is recommended that you work the Update Block assignment prior to working the Locate Address assignments.

Example 2: Suppose you have one Update Block and one Locate Address assignment, both in block 1101.

In this example it would be more efficient to work on the Update Block assignment first, because the Locate Address assignment may be resolved as you are canvassing and updating block 1101. That is, you located the Locate Address assignment address while updating the block.

Also, in many cases, you will not be furnished the block an Locate Address assignment is in. By working the Update Block assignments first, you may resolve many of the Locate Address assignments in the process.

Entering the Listing Instruments (ALMI or GAIL)

Before you can begin listing, you must select a case in Case Management and press <F6>. Case Management will launch the appropriate listing instrument based on the type of assignment you select, and will communicate information about the assignment to the instrument. The instrument will use this information to open the appropriate map (in the ALMI) or GQ (in the GAIL).

Once inside the ALMI or GAIL, follow the instructions provided in the appropriate chapter of this manual to complete the assignment. When you are finished, the ALMI or GAIL will pass information about the completed assignment to Case Management. Case Management will use this information to assign an outcome code, add new assignments, or update the Case Management display.

Once inside the ALMI, you may need to go to a different map than the one the ALMI opens. For Locate Address and Find Growth assignments for instance, the address or new construction may not necessarily be in the geographic area indicated in Case Management. For these assignment types, the ALMI will allow you to switch to an editable map at a different geographic level. For Update Block and UB-N assignments, the ALMI will allow you to navigate adjacent blocks on the block map as well as open non-editable overview maps. Except for moving units to and from adjacent blocks (on the block map), you will not be allowed to work outside the assigned block.

Based on what you do in the ALMI, Case Management may add a new assignment to the Case Management Case List Pane.

The table below indicates what actions will result in a new assignment.

If you select the following assignment type in Case Management...	...and perform the following action in the ALMI...	...the following will happen in Case Managementand you should do the following:
Update Block or UB-N with any project code other than 4200 or 6385	Edit a GQ in the ALMI that doesn't exist in Case Management	A new GQ-A assignment will appear in the Case Management Case List Pane.	List the new GQ-A assignment in the GAIL.
Update Block or UB-N with any project code other than 4200 or 6385	Add a GQ	A new GQ-A assignment will appear in the Case Management Case List Pane.	List the new GQ-A assignment in the GAIL.
Any	Identify block with new growth	Case Management will keep track of all blocks identify and will send them back to Headquarters.	Nothing. Headquarters will send the blocks out as Update Block assignments at a later time.

ALMI Data File Management

The following topics describe ALMI data file management.

Data Backup

To avoid the potential loss of data for work that you perform, you need to backup the data files stored on your laptop on a regular basis. We recommend you backup your data files to disks after every day of DAAL field work. Only do this if you have been using your laptop.

To back up your data, do the following:

- 1** With the *System Tools Submenu* open, type B to highlight *Backup*.
- 2** Press <Enter>.
- 3** Uncheck items you don't want to backup.
- 4** Have your disks ready to put in the floppy drive and press <Enter> to select 'OK'.
- 5** Insert a disk in the floppy drive.
- 6** Press any key to continue.
- 7** Close the *Backup* application by pressing <Esc>.

General Technical Problems

It is difficult, if not impossible, to anticipate potential technical problems that you may encounter during your assignment. However, there are a few general steps that you can take to alleviate the loss of data if you do encounter technical problems with your laptop.

While Not In ALMI

- Attempt to save any data that you have keyed into the laptop and are currently working on.
- Power down (i.e., turn off your laptop) using the normal Windows shut down process.
- Re-boot your laptop again and resume work. If the problem does not re-occur, it was very likely temporary, and solved by power down and re-boot process.

If the problem does return, refer to the laptop *User's Handbook*, or the *ALMI User's Guide* that accompanied the shipment of your laptop. These manuals describe potential issues and solutions, or describe how to use the Help function available in the ALMI to resolve problems that you may experience.

Lastly, if after reviewing the manuals, you cannot solve the problem, contact your regional office DAAL Supervisor. Describe the problem(s) you are experiencing in detail during the phone conversation. The DAAL Supervisor is familiar with the Windows environment and the ALMI system. He or she can offer you assistance.

Difficulties With the Data Files

If you do encounter technical problems with the ALMI, take the following steps to alleviate the loss of data:

- Attempt to save any data that you have keyed into the laptop.
- Backup the data onto disks.
- Close the ALMI application, but do *not* power down the laptop, (i.e., do not turn off your laptop).
- Attempt to start the ALMI application again and resume work. If the problem does not re-occur, it is very likely temporary, and was solved by you shutting down the application and restarting the ALMI.

If the problem does return, refer to the *ALMI User's Guide*. This manual describes potential issues and solutions, and describes how to use the Help function available in the ALMI to resolve problems that you may experience.

Lastly, if after reviewing the manuals and using the Help function you cannot solve the problem, contact your DAAL Supervisor. Describe the problem(s) you are experiencing in detail during the phone conversation. The DAAL Supervisor is familiar with the ALMI system. He/she can offer you assistance.

Assigning Outcome Codes

An *outcome code* tells you, Headquarters, and the RO what happened to a case—whether it was completed, partially completed, inaccessible, and so forth. Case Management will assign most outcome codes for Update Block, UB-N, Locate Address, and Find Growth based on what you do in the ALMI. The GAIL will assign outcome codes for GQs, based on your responses in the GAIL. In some cases you may need to assign an outcome code or change outcome codes.

A list of all of the outcome codes, as well as a description of each code, is provided in Appendix A. Note that all cases start out as 800.

After you finish a case, and either you or Case Management assigns it a transmittable outcome code, the case is removed from your assignment list (the Case Management Case List Pane). (*See Appendix A or the Reference Manual for a list of transmittable outcome codes.*)

When you realize you need to do more on an assignment after it has been removed from the Case Management Case List Pane, do the following:

- 1 Press <F8>.
- 2 Select 'Completed Cases'.
- 3 Highlight the assignment you want to work on.

- 4 Select 'Actions' then 'Set Outcome' from the menu.
- 5 Change the outcome code to a non-transmittable code requiring follow up.

(Non-transmittable codes requiring follow up include 800, 802, or 804. *See Appendix A or the Reference Manual.*) Changing the outcome to one requiring follow-up will cause the case to reappear on the Case Management Case List Pane. From the Case Management Case List Pane, you can launch the listing instrument and make any changes necessary. Note: You cannot launch the instrument while in the <F8> View. You must be on the Case Management Case List Pane.

To change an outcome code from either the Case Management Case List Pane or the <F8> View, choose Set Outcome from the Actions Drop Down Menu.

Changing Outcome Codes Occasionally you will need to change an outcome code that Case Management automatically assigns. For instance, suppose you realize that you overlooked three housing units after telling Case Management you were finished with a block. Assuming that you have finished all of the existing units in the ALMI (i.e., the units all have a non-blank activity code) Case Management will automatically assign an outcome of 801 (Completed Residential) to the block, and the case will disappear from your assignment list (the Case List Pane). To be able to launch the ALMI again and add the three units, you will need to find the case in the <F8> View and change the outcome code to an 804 (Sufficient Partial-Follow up required). This will cause the case to reappear on your assignment list (the Case List Pane) and enable you to access the ALMI. (Refer to Appendix A or the Reference manual for more information on outcome codes.)

In another scenario, suppose there are 30 units in an update block assignment, but due to a flood you were only able to complete 10 units. Because you didn't complete the block, Case Management automatically assigns an outcome of 802 (Insufficient Partial-Follow Up required). An 802 is not transmittable (and thus will remain on your assignment list) and does not really explain why you did not complete the case. Changing the outcome code from an 802 to a transmittable outcome of 833 (Severe Listing Conditions) will remove the case from your assignment list (the Case List Pane) and, along with notes that you provide, will provide justification for why you couldn't complete the case. (Refer to Appendix A or the Reference Manual for a list of outcome codes for which you should supply notes and for a list of codes you are allowed to change to. Case Management will provide a list of acceptable codes when you try to change an outcome.)

Sometimes you will need to transmit a case even when it hasn't been worked. To transmit, most likely at the end of a listing period, assign outcomes like 803, 805, 833, 870 (see Appendix A or your Reference Guide for outcome definitions and when to use each).

Case Management will automatically set certain outcomes based on what you do in the ALMI. The GAIL will automatically set certain outcome codes based on what you do in the GAIL. The following table tells which outcome codes Case Management or the GAIL will set automatically for each assignment type.

Assignment Type	Case Management/ GAIL Sets This Code	Based On
Update Block, UB-N	800, 801, 802, 804, 901	Number of housing units and GQs completed in the ALMI.
Locate Address	800, 801, 804, 817, 901	<ul style="list-style-type: none"> ■ ALMI Activity code (add, verify, change, delete, etc.) ■ ALMI Unit status code (valid unit, demolished, etc.) ■ Callback flag.
Find Growth	800, 801, 802	Whether blocks with new construction are added in the ALMI.
GQ-A, GQ	800, 801, 802, 803, 804, 805, 815, 817, 818, 833, 840, 842, 849, 901, 902, 903, 904, 905	The type of GQ and answers to questions in the GAIL.

Transmit to RO

When you are finished listing, you need to transmit your cases to the RO. You should try to transmit your cases to the RO on a nightly basis as you finish them. Certain codes, like 804, are transmitted only on your final transmission.

You will learn more about all of the functions and fields in Case Management in training and through hands-on use. When you are ready to start listing, follow the instructions in later chapters of this manual. DAAL Case Management will help you manage your work along the way and will serve as a liaison between you, the RO, Headquarters, the ALMI, and the GAIL.

Chapter 2: Update Block (UB) Assignments



- 2.1 Overview: Update Block (UB) Assignments
- 2.2 Locating and Canvassing a Block
- 2.3 Updating ALMI Map Information
- 2.4 Listing Procedures for Living Quarters
- 2.5 Update Block NHIS (UB-N) Assignments

2.1

Overview: Update Block (UB) Assignments

Topics In This Section

<i>What is an Update Block (UB) Assignment?</i>	<i>1</i>
<i>What is a Block?</i>	<i>2</i>
<i>Why Do We Update Blocks?</i>	<i>2</i>
<i>Materials Needed for Update Block Assignments</i>	<i>4</i>

What is an Update Block (UB) Assignment?

The screenshot shows the 'Case Management' window with the 'SURVEY: DAAL' title. The 'Case List' table is displayed with columns: PSU, Type, Tract, Block, MCD/Place Name, House #, Street Name, Zip, GQ Name, Due Date, and Status. The row for '13 293 LA 9905 00 22 San Antonio' is selected. Below the table, the 'Assignment' tab is active, showing details for the selected case. The 'Control Number' is 13293, 'CaseID' is 13293000, 'Survey Protocol' is 'Survey Protocol', and 'Outcome' is '100'. The 'ADDRESS' section includes 'House #', 'Unit', 'Street', 'Rural Address', and 'Location Description'. The 'County' is 'UPTON', 'State' is 'TX', 'MAF ID' is '100', 'Density' is '100', and 'Sq. Mi.' is '100'. The 'Callback Notes' section is empty.

Figure 2.1-1 Case Management Display With an Update Block Assignment Selected

An *Update Block (UB)* assignment is a field operation that requires you to:



Locate and canvass (travel around) an assigned block looking for every place where people live or stay or could live or stay (living quarters).



Update the map and address list in the Automated Listing and Mapping Instrument (ALMI) so that it reflects the living quarters and features that you find on the ground.




What is a Block?

A *block* is the smallest geographic entity for which we collect Decennial Census information. A block is a geographic area bounded on all sides by visible features such as roads, railroad tracks, or rivers; or by invisible features, such as county boundaries, city limits, or property lines.

Why Do We Update Blocks?

You are given Update Block assignments to review, add, edit, and delete units and features in the ALMI and to ensure that they are as complete and accurate as possible. This is so the Census Bureau can keep the Master Address File (MAF), Topologically Integrated Geographic Encoding and Referencing (TIGER) maps, and survey sample databases up-to-date.

Update Block assignments are generated:

-  For blocks that contain known MAF problems that require field work to research and update the living quarters information.
-  For blocks where current surveys must list prior to interviewing.
-  As a follow-up to Find Growth assignments that result in a block, or list of blocks, that potentially contain new living quarters that must be added.

Update Block assignments contain housing units, group quarters, and non-residential units.

Housing Unit (HU) – A *housing unit* is any house, apartment, room, group of rooms, mobile home or trailer, or other location that is occupied as a separate living quarters, or if vacant, intended for occupancy as a separate living quarters. A HU can exist within, over, or under a non-residential/commercial structure. For example, an apartment over a variety store.

HUs must:



Be separate, meaning the occupants live separately from other occupants in the living quarters, and



Have direct access, meaning that the entrance to the living quarters must be directly from the outside of the structure or through a common hall.

Group Quarters (GQ) – *group quarters* are a type of living quarters where the occupants usually share their living arrangements. Examples of GQs are:

- a college or university dormitory,
- a prison ward,
- a convent or monastery,
- a halfway house,
- a nursing home, or
- a shelter.

GQs are within or associated with *special places*, which are places containing one or more GQs. When listing or updating a GQ, you will need to determine the special place. Examples of special places are:

- a university, where a dorm may be a GQ,
- a correctional institution, where a prison ward may be a GQ, or
- a church, where an associated shelter may be a GQ.

Non-Residential Unit – A *non-residential unit* is a type of structure that is not meant to be used as living quarters and people do not live there. Examples of non-residential units are:

- a store,
- a church,
- a post office, or
- a police station.

Materials Needed for UB Assignments

For canvassing, listing, verifying, and updating addresses and maps, you will use:



DAAL Case Management and



The Automated Listing and Mapping Instrument (ALMI).

2.2



Locating and Canvassing A Block

Topics In This Section

<i>Using ALMI Maps to Locate a Block</i>	1
<i>Identifying Boundaries</i>	3
<i>Canvassing a Block</i>	5
<i>Assigning Activity Codes</i>	7

Using ALMI Maps to Locate a Block

For each block assigned, you will access the following types of maps through ALMI:

-  Overview maps
-  Block maps

Overview Map - The overview map can be a county overview map (Figure 2.2-1), or an overview map for a selected geographic area - a specific American Indian/Alaskan Native Area/Hawaiian Homeland (AIANAHH), Minor Civil Division (MCD), Place, Tract, or ZIP Code.

Title Bar

Displays the type of assignment (Update Block), the tract and block associated with the assigned address, and the map view currently opened.

Map View

Shows main roads in the county. Use this map to plan a route of travel.

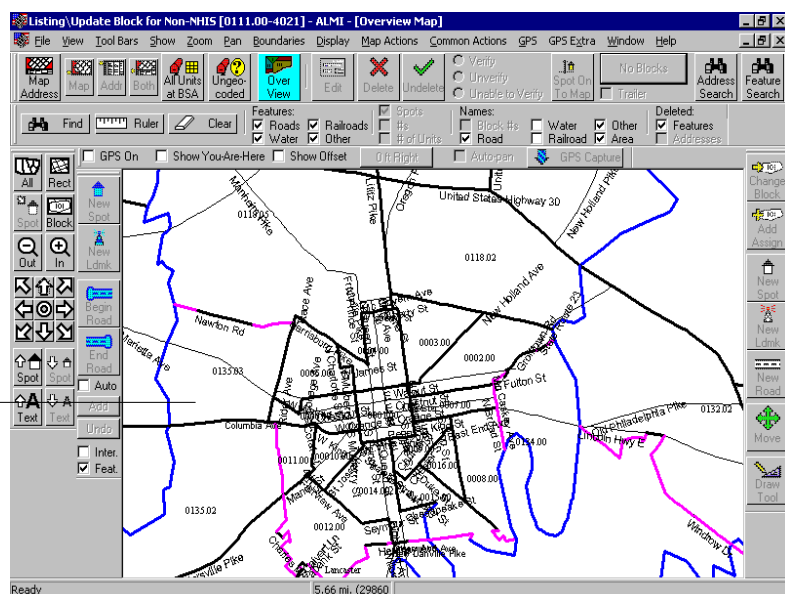


Figure 2.2-1 ALMI County Overview Map

County level overview maps only show main roads and names in the county. Tract level overview maps show block boundaries, not streets within the block.

Overview maps are designed to help you easily locate the block and plan a route of travel.

Overview maps contain only map features and feature names and are *not* editable.

Block Map - The block map (Figure 2.2-2) displays the selected block and the location of all known streets and map spotted living quarters within the block. Use this map for updating.

Map View

Shows the selected block. Use this map to update address and feature information.

Address View

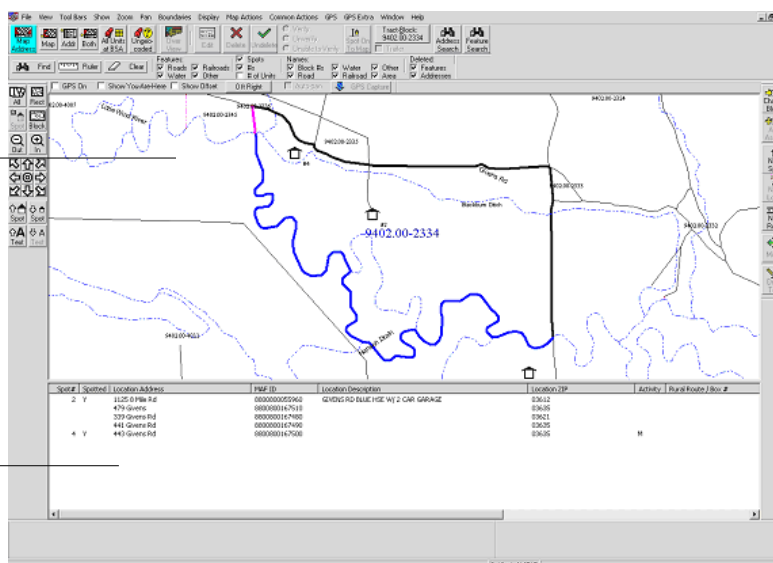


Figure 2.2-2 ALMI Block Map

In situations where the block maps are not helpful, you should view the county overview map to help locate your assignment.

You can zoom in on any of the above maps to enlarge the road and map features, block numbers, and map spots for legibility. You can zoom out to increase the area displayed on the screen. Many of the map features can be turned on and off to reduce clutter on the map.

When you select your assignment in Case Management, a block map will open. You will see the assigned block as the active block. The active block boundary is outlined with a thick bold line.

ALMI functionality is described in detail in the ALMI User's Guide.

Identifying Boundaries

Whether you are canvassing, updating, or interviewing, *you must be within* the block boundaries of your assignment.

If you think you may be outside the block boundary, check the map to ensure that you are working on streets or roads within the outlined boundary.

When you use the 'Find' button to search for features in the loaded map, remember that the feature you searched for is highlighted with a bold line. Do not confuse this line with a block boundary, which is also shown in bold.

If you delete or move a feature that is also a block boundary, a non-visible block boundary will remain. Remember to continue to use this non-visible boundary as a block boundary, not the feature that you moved. ALMI block maps are updated every six months and should identify the most recent information we have for the block.

*Handling Problems
Identifying Block
Boundaries*

If you have problems finding features or block boundaries, you can always seek help from:

- a local map,
- the county tax assessor's office,
- the county or city planning office,
- the local post office, and
- the police or fire department.

Title 13 - A block in the ALMI may be shown to a non-Census Bureau employee only if the Address List View and Review Bar are not visible and map spots are turned off in the Map View. You must not reveal census information, including all addresses and map spots in the ALMI to anyone who is not a sworn Census Bureau employee. Unauthorized disclosure of confidential census information by a sworn Census Bureau employee is punishable by a fine of up to \$250,000, imprisonment of up to five years, or both.

*Using the Block Map to
Orient Yourself*

You can use the block map in the Map/Address View to orient yourself. You will notice that there is no visible North arrow; however, the top of the screen in the ALMI is always North. You can use the zoom function to change the scale and the ruler function to measure distance on the map. For example, you can use the ruler function to determine how far you are from the block boundary.

When you travel to the block that you are going to canvass, you can turn the laptop so that you are looking at the block map the same way you see it from the street or road (like you would turn a paper map).

Canvassing a Block

Canvassing a block means traveling along the streets within the block boundary, in a carefully planned path of travel, to identify all living quarters present within the block.

When you canvass a block, you must follow these basic rules:







-  Plan an efficient path of travel around the block *before* you begin.
-  Canvass only *one block* at a time.
-  Start canvassing at a convenient corner in the block. For example: where a road intersects with another road or feature.
-  Canvass in a clockwise direction, always turning or working to your right at each intersection.
-  Always look to your right when locating living quarters.
-  If you come to the end of an interior street or road (a dead end), double back by making a “U” turn, and canvass the other side of the street.

Figure 2.2-3 demonstrates the proper method for canvassing Block 1144. In this example, the FR selected the corner of Maple Street and Elm Street as the starting point for canvassing this block. The arrows indicate the path of travel around the block in a clockwise direction. The FR always looked at the housing unit on the right while traveling around Block 1144.

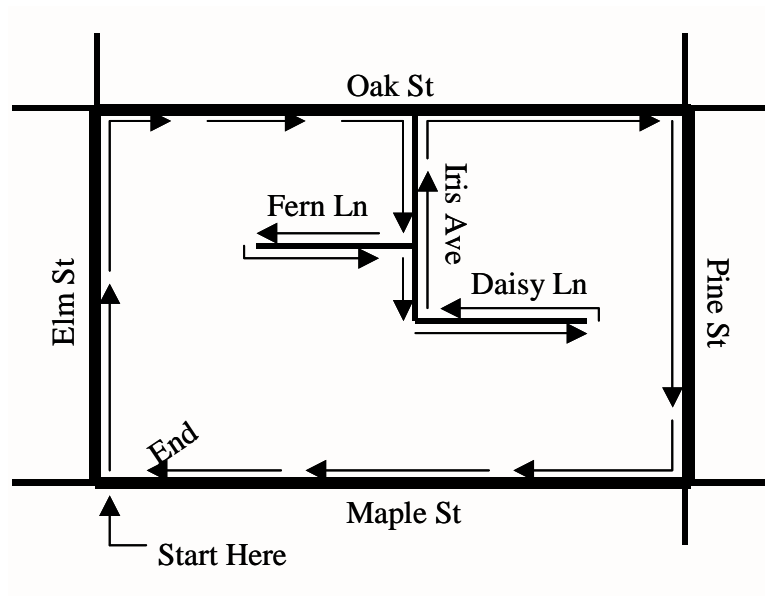








Figure 2.2-3 Proper Method for Canvassing a Block

When canvassing a block you will:

-  Always work from the *ground to ALMI*, that is, compare what you see on the ground against the features and addresses listed in the ALMI.
-  Add or correct streets in the ALMI as necessary. (Be sure to add missing street names and edit incorrect names.)
-  Delete streets in the ALMI that no longer exist on the ground.
-  Map spot and add any living quarters you find on the ground that are not shown in the ALMI.
-  Move living quarters in the ALMI to their proper location within the block or to/from an adjacent block.
-  Delete units in the ALMI that no longer exist on the ground.




Edit any existing living quarters in the ALMI if necessary, including spotting addresses onto the map that are not already map spotted.



Verify that units in the ALMI are map spotted and correct.

Assigning Activity Codes

For an Update Block assignment, you must take action on each address in the block. After you have updated a unit, the ALMI will assign an activity code. You can view the assigned code in the Address List View (Figure 2.2-4) under the Activity column to make sure that the correct activity code was assigned to the address.



Activity	Spot#	Callback	Spotted	Location Address	Rural Route / Box #	Location Description
D	34		Y	1250 Johnson		
N	5001		Y	1230 Johnson St		
V	13		Y	1240 Johnson St		
C	5002		Y	1246 Johnson St		
M	5003		Y	2470 N 6th St		N 6TH ST WHT HSE W GRN ...
A	5004		Y	1220 Johnson St		

Figure 2.2-4 ALMI Address List View

When you complete an Update Block assignment, every address in the block will have an activity code of either V, C, D, A, N, M or U.

V-Verified

If the address and unit status code shown in ALMI are correct and the address is correctly map spotted, click the 'Verify' radio button located on the Operations Bar (Figure 2.2-5). The ALMI will set the activity code 'V' to the address. If you accidentally verify a unit, click the 'Unverify' radio button to set the unit back to a blank activity code.

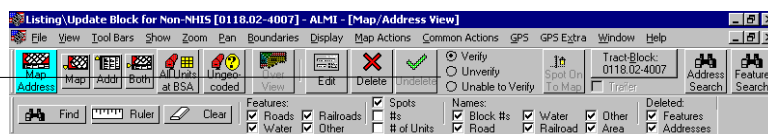
**Verification
Buttons**


Figure 2.2-5 Verification Buttons

You cannot select the 'Verify' radio button on addresses that have other activity codes, such as 'A', 'C', 'M', 'N', or 'D'.

C-Changed

If an address or unit status code is not correct as shown, you will update it. After you update any information in the address wizard, the activity code 'C' will be displayed in the Activity column. If an address is given a unit type of non-residential, the activity code will then be 'N-Non-residential'.

D-Deleted

You may delete addresses that do not exist within the block or addresses that you could not locate. This results in a 'D' activity code. When you click the 'Delete' button, the Delete Screen appears. You must choose the correct unit status code for the deleted unit.

If...	Then...
The unit never existed and you are able to confirm this with a knowledgeable person	Choose 'Non-existent'.
The unit did exist, but no longer does and you are able to confirm this with a knowledgeable person	Choose 'Demolished'.

If...	Then...
You cannot locate the unit and are unable to confirm with a knowledgeable person whether the unit exists or ever existed	Choose 'Unable to Locate'.
The address record is a duplicate of another address record	Choose 'Duplicate'. You must click the Find button to select the surviving unit (unit that still exists) MAFID from the address list. <i>See Appendix C for examples of multiple duplicates.</i>
The unit has merged with another address. A <i>merged unit</i> is the result of combining two or more unit addresses to form one unit address. A merge could involve two single family homes or two or more apartments in a multi-unit structure.	Choose 'Merged'. You must click the 'Find' button to select the surviving unit (unit that still exists) MAFID from the address list.

When dealing with duplicate and merged units, you may need to copy information from the deleted unit to the surviving unit to reflect correct, complete address information. (1) You should keep the unit with an existing map spot, if applicable. (2) If both units do or do not have map spots, keep the unit with the most complete information. (3) If one of the units is ungeocoded, keep the geocoded unit.

<i>A–Added</i>	<p>You will add new addresses that you find within the block. Check the addresses in ALMI (for example, the ungeocoded and neighboring block lists) to make sure that the unit you are adding is not already present. If it is not, you will add a new map spot onto the map and enter all the information and unit type for the newly added address. After you have added the unit, the activity code ‘A’ will be displayed.</p>
<i>N–Non-residential</i>	<p>If an address has converted from residential use to non-residential use, you will change the unit type to non-residential. This change will assign the activity code ‘N’ to the address.</p>
<i>M–Moved-map spot</i>	<p>If you move a map spot or spot an address onto the map, the activity code ‘M’ will be displayed in the Activity column. The following actions will receive an ‘M’ activity code:</p> <ul style="list-style-type: none"> ■ Moving a map spot within the block, ■ Moving a map spot to or from an adjacent block, ■ Spotting an address from the ungeocoded list onto the map, and ■ Spotting an unspotted address in the address list onto the map. <p>If you make other changes to the address information, the activity code ‘C’ will appear in the Activity column. If a map spot that has been moved is given a unit type of non-residential, the activity code will be ‘N’.</p>
<i>U–Unable to verify</i>	<p>You may find that you are unable to verify an address because you cannot gain access to the housing unit. For example, the road is washed out or the unit is in a gated community. If you are unable to verify an address, click the ‘Unable to Verify’ radio button (see Figure 2.2-5) and the activity code ‘U’ will be displayed in the Activity column.</p>

2.3

Updating ALMI Map Information

Topics In This Section

<i>The ALMI Map View</i>	1
<i>Adding, Updating, and Deleting Roads (Streets)</i>	2

The ALMI Map View

The map in the ALMI (Figure 2.3-1) must reflect exactly what is on the ground. While you are canvassing assigned blocks looking for living quarters, you must add or delete roads (streets) to reflect what is actually on the ground.

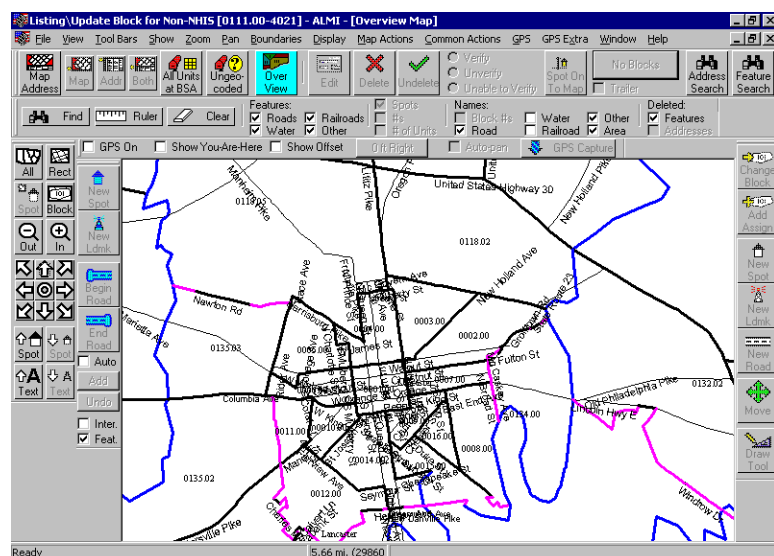


Figure 2.3-1 ALMI Map View Screen

You can also make corrections to road (street) names, and directional prefixes and suffixes so that your map is correct. Pay attention to streets that are missing names.

Adding, Updating, and Deleting Roads (Streets)

Before you add a road, drive the length of the road to measure the distance. Use the ruler function to correctly plot the length of the road. Add new roads prior to adding any housing units or group quarters to the road.

The following are road types that should be added to the ALMI:

Named Road – Always add named roads. Label with a name and choose the Census Feature Classification Code (CFCC), or description, that best describes the road.

You may find that the name of a road in the ALMI doesn't match the road name you observe. First, determine that the non-matching road name is not an alternate name for the road name shown in the ALMI. You can view (but not edit) the alternate names listed for the road on the Alternate Names tab of the Feature Wizard. Roads having numbers often have names as well (for example, State Hwy 51 may also be named Neely Rd). Verify the road name with a source such as a street sign or local map and attempt to confirm the names with a knowledgeable person before assuming what is in the ALMI is incorrect.


Un-named Public Road (paved or unpaved) – Always add un-named public roads. Leave the street fields in the Feature Wizard blank and choose the description (CFCC) that best describes the road.

Un-named Private Road – Add an un-named private road if the road leads to one or more living quarters or is at least 1/10th of a mile in length. Leave the street fields in the Feature Wizard blank and choose the description (CFCC) 'A74: Private Road'.

4-Wheel Drive Road – For 4-wheel drive roads, follow the rules for named roads, unnamed public roads, and unnamed private roads, but choose the description (CFCC) 'A51: Jeep/4WD Trail'.

Adding a Road

To add a new road, do the following:


- 1 Zoom to the area where you wish to add the new road.
- 2 Click the  button. An ALMI screen will appear asking “Where would you like to begin adding a new road?” and provide the following options:

- Connecting to an existing intersection or end of an existing feature.
- Connecting to an existing feature.
- Open space (connecting to nothing).

Choose the option that applies; however, it is *always* recommended that one end of the new road connects to another feature.

- 3 Place the cursor where you would like the new road to begin and click on the map.

If you choose to connect an end of your new feature to an existing feature, leave a small space between the cursor and the feature to which you want to connect. The snapping function will fill in the gap and you will avoid getting an error message.

- 4 When finished drawing, click the  button again. The ALMI screen will reappear asking “Where would you like to end adding a new road?” The options will be the same as those listed in Step 2.

- 5 On the Feature Wizard screen, click the Name tab. Enter the feature name in the Street Name field or select the name from the Choose Street From List. Always select the name from the list, if it is available, to avoid errors and multiple spellings.

Figure 2.3-2 Feature Wizard Screen


- 6 Click the CFCC tab and select the code that best describes the feature from the list of options.
- 7 Click 'OK' to return to the Map View.

Making Corrections on the Map

Always verify a name correction with a source such as a local map and attempt to verify the road name with a knowledgeable person before you make the correction. Experience has taught us that, on occasion, a street sign can be incorrect. Be aware of street name changes that sometimes occur along a major roadway. For example, a street name may change from North Main St. to South Main St.

Editing a Road

To update or edit a road, do the following:

- 1** Click on the road to be updated to select it.
- 2** Click the  button.
- 3** Click the Name tab and update the information in the proper field. Always select the name from the list if it is available to avoid errors and multiple spellings.
- 4** Click the CFCC tab and select the code that best describes the feature from the list of options (for example, 'A51: Jeep/4-WD Trail').
- 5** Click 'OK' to return to the Map View.


Deleting a Road

You may find it necessary to delete a road that no longer exists within the block. Before deleting any street, check for the existence of map spots along the street. If a street exists in the ALMI, but does not exist on the ground, and there are no map spots along the street, delete the street.

When a street exists in the ALMI, but does not exist on the ground, and there are map spots along the street, reposition the map spots relative to where they are on the ground if necessary. Then delete the non-existent street.

When a street exists in the wrong block or in the wrong location in the assigned block, it must be deleted and then added in the correct location. Re-add the street in the correct block. For an Update Block assignment, you will only be able to add a street in your assigned block and the adjacent blocks.


To delete a road, do the following:

- 1 Click once on the road to select it.
- 2 Click the  button. A pop-up message window will display asking you to confirm the deletion.
- 3 Click 'Yes'. You are then returned to the Map View and the road is displayed as a red dashed line if the "Deleted:Features" box is checked. If the "Deleted: Features" box is not checked, the road will not be displayed.

Undeleting a Road


If you mistakenly delete a road, you may use the 'Undelete' button to restore it. Remember to check the "Deleted: Features" box so that the road is displayed.

To undelete a road that is not a block boundary, do the following:

- 1 Click once on the road (represented by a red dashed line) to select it.
- 2 Click the  button. A pop-up message window will display asking you to confirm the action.
- 3 Click 'Yes'. You are then returned to the Map View and the road is restored.

If you mistakenly delete a road that serves as a block boundary, it cannot be restored using the undelete button.

To undelete a road that serves as a block boundary, do the following:

- 1** Click once on the road (represented by a gray dashed line) to select it.
- 2** Click the  button.
- 3** Click Name tab and enter the name of the road.
- 4** Click the CFCC tab and select the code that best describes the feature from the list of options.
- 5** Click 'OK' to return to the Map View.

2.4**Listing Procedures for Living Quarters****Topics In This Section**

<i>Listing Living Quarters</i>	1
<i>Listing Structures With One Unit</i>	2
<i>Listing Multi-units</i>	16
<i>Listing GQs</i>	28
<i>Completing your UB Assignment</i>	30
<i>Valid Outcome Codes for UB Assignments</i>	32
<i>New Growth Found</i>	32

Listing Living Quarters

When you are working on an Update Block assignment, you are required to review existing map spots and addresses, and map spot and list all living quarters that are not already captured in the ALMI. The following sections provide step-by-step procedures for map spotting and listing living quarters through the method of canvassing for an Update Block assignment.

Canvassing the Block

Display the block map and select your canvassing starting point. Begin either in one corner of the block where two streets intersect, or where a street and another feature intersect. Remember, you may need to add streets or roads. As you travel in a clockwise direction around the block, look to your right and locate the *first* structure in the block on the ground.

Structures

Structures are buildings that either have open space on all sides (no other buildings are attached to it), or are separated from other structures by a dividing wall that extends from ground to roof.

Examples of structures are:

- A detached single-family house,
- A townhouse,
- A row house, and
- An apartment building.

Each structure should receive its own map spot. Structures may contain one unit (such as a single family home) or multiple units (such as an apartment building, or a house with a basement apartment.)

To list a structure that contains one unit, follow the procedures below. To list a structure with multiple units, follow the procedures for “listing multi-units” on page 16 of this module.

Listing Structures with One Unit

Step 1: Determine If the Unit Already Exists in the ALMI

Review the address list to see if the unit on the ground exists in the ALMI. If the unit is not in the assigned block’s address list, check the adjacent blocks’ address lists and the ungeocoded list for the unit. Remember that a unit may be in a different address format (for example, rural route and box number) or may only have a physical description.

Searching Adjacent Blocks

If the unit is not in your assigned block, you will check the adjacent blocks to see if the unit is there. There are two ways to search adjacent blocks:

1. Search the adjacent blocks by viewing each block’s address list. Use the ‘Change Bloc’k button to make an adjacent block active. Examine the address list of the adjacent block to see if the unit is on this list. Continue this process until you have found the unit or have viewed all of the adjacent blocks’ lists.

2. Use the address search to search the adjacent blocks. If the address search produces results, you can use the "Go to" button to take you to the address. Remember that while the address search searches the whole county, you will only be able to go to an address if it is in your loaded map view.


If...	Then...
The unit is not in the ALMI on any of the lists	Proceed to Step 2.
The unit is in the ALMI address list for your assigned block, the ungeocoded list, or an adjacent block's list	Proceed to Step 3.

Step 2: Add the Unit


If...	Then...
The unit is non-residential	<p>Add the unit if it serves as a point of reference for a hard-to-find unit and proceed to Step 5 to enter the address information.</p> <p>If the unit does not serve as a point of reference, do not add the unit and proceed to the next structure. Begin again at Step 1.</p>

You will encounter non-residential units or structures while canvassing that could serve as points of reference, especially in rural areas. If you identify a point of reference, such as a fire department, police station, post office, or library that will assist an FR with locating a hard-to-find unit in future field operations, add it as a non-residential unit via the Address Wizard. Otherwise, adding non-residential units is not recommended.




Step 2, continued

If...	Then...
The unit is a living quarters (either a housing unit or a GQ)	<ol style="list-style-type: none"> 1. Map Spot the unit in the correct location using the  button . 2. Proceed to Step 5 to enter the address information.

Step 3: Review Map Spot Location

If...	Then...
The address on the ground is in the same block as it appears in the ALMI and it is already map spotted	<ol style="list-style-type: none"> 1. Determine if it is in the correct location. If the unit is not in the correct location, move the map spot to the correct location. 2. Proceed to Step 4 to review address information.
The address on the ground is in the same block as it appears in the ALMI and is not already map spotted	<ol style="list-style-type: none"> 1. Map Spot the unit in the correct location using the  button. 2. Proceed to Step 4 to review address information.
The address is in the address list of the ALMI, and has a 'Y' in the Spotted column, but there is no map spot for the address in that block	Refer to Appendix C.

Step 3, continued

If...	Then...
The address is on the ungeocoded list	<ol style="list-style-type: none"> 1. Select the unit on the ungeocoded list. 2. Spot the unit in the correct location using the  button. 3. Proceed to Step 4 to review address information.
The address on the ground is in a different block than it appears in the ALMI and it is already map spotted	<ol style="list-style-type: none"> 1. Select the map spot in the map view. 2. Click the  button. 3. Click on the map where the unit belongs. 4. Proceed to Step 4 to review address information.
The address on the ground is in a different block than it appears in the ALMI and it is not already map spotted	<ol style="list-style-type: none"> 1. Select the Change Block button and make the block with the address active. 2. Select the address in the address view. 3. Zoom in on the map where you want to move the unit to. 4. Spot the unit in the correct location using the  button. 5. Proceed to Step 4 to review address information.

Step 4: Determine if the Information in the Review Bar is Correct for the Unit

The Review Bar contains address information about the highlighted address. When a map spot or address is selected, the review bar will display:

- The Householder Name and Phone Number,
- Location Address,
- Physical Description,
- Building Name/Mobile Home Park Name,
- Mailing Address,
- Unit Type and Status, and
- Year Built/Trailer Information.

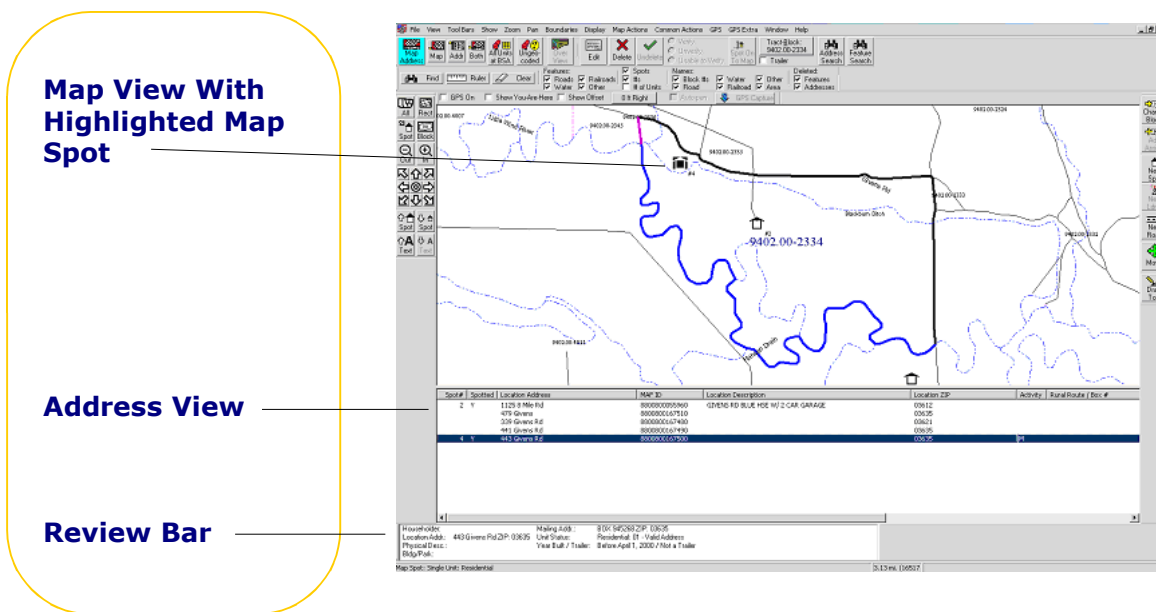


Figure 2.4-1 Address Review Bar

This information is available on the address list as well. When working with a GQ, check the address list to make sure that the GQ name and type are correct.

Step 4, continued

Check that the information in the Review Bar is correct for the unit.

If...	Then...
The information in the Review Bar is correct for the unit and there is already an activity code for this unit	You are finished with the unit.
The information in the Review Bar is correct for the unit and there is no activity code for this unit	<p>Select the 'Verify' radio button on the Operations Bar. You are now finished with this unit.</p> <p>The ALMI will not allow you to verify a unit unless all of the required address information is entered. If you receive an error message when you try to verify a unit, open the Address Wizard to enter the necessary information.</p>
The information in the Review bar is not correct for the unit	Proceed to Step 5 to modify the address information.

Step 5: Update the Address Wizard Information

For existing units, you must highlight the map spot or address record and click 'Edit' to open the Address Wizard. The Address Wizard will open to the Location Address tab. For newly added units, the Address Wizard will open to the Unit Status tab first. Select the Unit Status tab first, then work through the remaining tabs in order.

Unit Status Tab

Determine the unit type and unit status of the unit.

If...	Then...
The address is non-residential and no one lives there	<ol style="list-style-type: none"> 1. Select the 'Non-residential' radio button. A pop-up window with the list of valid non-residential unit types will display. 2. Choose the type of non-residential structure. 3. Select the appropriate unit status code.
The unit is a housing unit	<ol style="list-style-type: none"> 1. Select the 'Residential' radio button. 2. Select the appropriate unit status code.
The address is both residential and non-residential, that is, the address has a business located there and it also contains living quarters	<ol style="list-style-type: none"> 1. Select the unit type of 'Residential' on the Unit Status tab in the Address Wizard. 2. Make sure to note in the Physical Description field on the Location Address tab that the address has a mixed use so that others can locate the living quarters. For example, "apartment over Jim's Variety Store." 3. Select the appropriate unit status code.

If...	Then...
The unit is a GQ (See Chapter 3 for more information on GQs)	<ol style="list-style-type: none"> 1. Select the 'Group Quarters' radio button. 2. Click the Group Quarters Information button and a pop-up window will display. 3. Select the category and type that best describes the GQ and enter the name of the GQ. 4. Select the appropriate unit status code. 5. Enter the Special Place name in the Building Name/Mobile Home Park Name field on the Location Address tab. <div>Do not enter the Group Quarters. Make your best estimate by observation of what type code best describes the GQ.</div>
The unit is residential, but it cannot be used for living quarters	<ol style="list-style-type: none"> 1. Select the unit type of 'Residential'. 2. Change the unit status code to one of the following: <ul style="list-style-type: none"> 3-open to elements 6-under construction 9-burned out 10-boarded up 31-other, uninhabitable

Unit Status Codes

Unit Status Codes:		Remarks
01	Valid Address	Use for any valid unit that does not fall under any other unit status. This status may be used for non-residential units which aren't living quarters.
02	Demolished	Use to designate a location where a valid unit once existed, but the unit has been destroyed.
03	Open to the Elements	Use when the structure is in a state of deterioration. See Appendix C for more information.
04	Non-existent	Use when you are unable to locate a structure and you are able to confirm with a knowledgeable person that the unit never existed.
05	Provisional (not available for selection)	Not available for selection. If a unit is assigned this code, it must be changed to another code.
06	Under Construction	Use from the beginning of construction to installation of roof, finished sides, and windows. See Appendix C for more information.
07	Duplicate	Use to designate an address that duplicates another address. Requires the selection of the MAFID of the record that is being kept.

Unit Status Codes:		Remarks
08	Vacant Trailer Pad	Use when a permanent site for a trailer has been identified. The site doesn't have to be a cement slab; a permanent grass/dirt site is acceptable. The site must have utility hookups.
09	Burned Out	Use when a unit is uninhabitable because of fire damage.
10	Boarded Up	Use when doors or windows are covered by wood, metal, or other materials to prevent entry. Do not use when buildings are temporarily boarded up to protect the interior against high winds and storms.
11	Unable to Locate	Use when you are unable to find a unit and cannot confirm with a knowledgeable source that the unit is non-existent.
12	Seasonal	Use when habitable units are intended for occupancy only during certain times of the year.
13	Vacant	Use when you know no one currently lives there, but could in the future.
14	Condemned	Use when a unit has been posted with signs warning that the unit is considered uninhabitable by a governmental authority.

Unit Status Codes:		Remarks
29	Merged	Use when a unit has merged with another existing unit. Requires selection of the MAFID of the record that is being kept.
31	Other, Uninhabitable	Use when no other unit status code sufficiently describes an uninhabitable unit.

Location Address Tab

Make sure all information on this tab is accurate and complete.

One of the following must be entered in the location address tab or an error message will display and your changes to the unit will not be saved.

- A house number, street name, and ZIP code,
- A street name and physical description, or
- A street name, building name/mobile home park name, and unit designation.

If you do not know the street name, you must type '(Unnamed)' in the street name field. Leave the street type suffix blank. See Figure 2.4-2 for a closer look of how to enter the street name.

The screenshot shows the 'Address Wizard - Location Address Tab' window. A 'Street Information' dialog box is open, allowing users to edit street fields. The dialog includes dropdown menus for 'Direction Prefix' and 'Street Type Prefix', a text field for 'Street Name' (currently '(Unnamed)'), and dropdown menus for 'Street Type Suffix', 'Street Direction Suffix', and 'Street Extension'. Below these is a section titled 'And/Or:' with a 'Choose Street From List' button and a list box containing '(Unnamed)', 'Rock Run', and 'South Branch Tionesta Creek'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background window shows various address fields like 'Householder:', 'Location Addr.:', 'Physical Desc.:', 'Bldg/Park:', 'Mailing Addr.:', 'Unit Status:', and 'Year Built / Trailer:'. There is also a 'Location Address' section with a checkbox 'Same as the' and fields for 'House #:', 'Building Name/...', 'Physical Descri...', and 'Rural Route/Bo...'. At the very bottom of the main window are buttons for 'Callback', 'OK', 'Cancel', 'Help', and 'Introduction'.

Figure 2.4-2 Street Information Screen

Mailing Address Tab

Attempt to obtain the mailing address of housing units (you do not need to obtain the mailing address of GQs and non-residential units) by observation and by using your knowledge of the delivery scheme in the area. For example, if you know that most of the occupants in the area receive mail at their residence and you observe a mailbox in front of a unit, you may assume that the unit's mailing address is the same as its location address. If you can determine that the mailing address is the same as the location address, select the 'Same as location address' box. If you are unable to obtain a mailing address by observation, or you are unsure of the delivery scheme in the area, see the decision box below.

If...	Then...
You added this unit	<p>Contact the occupants to obtain the mailing address and householder information. If no one is home, try to get the information from a neighbor or other knowledgeable person.</p> <p>If you could not contact anyone to verify the mailing address and you are not sure the mailing address information is correct, make one callback to obtain this information if you plan to return to the area. If after one callback you are unable to obtain the information, leave the mailing address field blank.</p>
This is an existing unit (the unit was in your address list)	Leave the mailing address field blank or as is if there is already data entered.

Householder Tab

If...	Then...
You added this unit	<p>If you need to contact the occupant to obtain the mailing address, also obtain the householder information for that unit. Do not contact the occupant to update the householder information only. Leave blank if necessary.</p>

If...	Then...
This is an existing unit (the unit was in your address list)	If not visible by observation, (i.e., on the house or mailbox), leave the householder information as is. When making changes to a unit that was already in the ALMI, you should not be contacting the occupant.

Year Built/Trailer Tab

You must complete the Year Built information located on the Year Built/Trailer Tab if the field is not grayed out. Determine Year built status by observation. Select one of the following three choices:

- Before April 1, 2000 (B),
- After April 1, 2000 (A),
- Not Needed (N)

Whether or not the Year Built information is needed, always select the “trailer or mobile home” box if the unit is a trailer. Not Needed will then automatically be selected for Year Built. See Appendix C for detailed instructions and definitions.

When you are finished entering/updating the information in the Address Wizard, click ‘OK’ and then click ‘OK’ again to save all changes. Proceed to Step 6.

Step 6: Continue your Block Canvass

Continue your block canvass by following the set path, locating the next unit or structure in the block and following the same procedures as previously discussed.

Listing Multi-units

A multi-unit consists of one structure containing multiple residential units. For structures that contain residential and non-residential units, only list the residential units.

Step 1: Assess your Situation

If...	Then...
You encounter a multi-unit on the ground that is already map spotted in the ALMI in your assigned block	Proceed to Step 2a.
You encounter a multi-unit on the ground and the multi-unit is not map spotted, but there are units that belong in the structure in the address list of your assigned block	Proceed to Step 2b.
You encounter a multi-unit on the ground that is not map spotted in your assigned block and none of the units are on the address list for your assigned block	Proceed to Step 3.


Step 2a: Determine if the Structure is Map Spotted in the Correct Place

If...	Then...
The structure is map spotted in the correct place	If there are more units to add to the multi-unit, proceed to Step 3. If there are no more units to add to the multi-unit, proceed to Step 5.


Step 2a, continued

If...	Then...
The structure is not map spotted in the correct place	<ol style="list-style-type: none"> 1. Move the map spot to the correct location of the multi-unit. If there is more than one map spot that belongs in the multi-unit, move all of the map spots that comprise the multi-unit so that they are as close together as possible. 2. If there are more units to add to the multi-unit, proceed to Step 3. 3. If there are no more units to add to the multi-unit, proceed to Step 5.


Step 2b: Spot the Existing Address Records onto the Map

If...	Then...
The units in the multi-unit are all at the same BSA (Basic Street Address)	<ol style="list-style-type: none"> 1. Using the  button Select one of the units in the multi-unit and spot the address . The ALMI will spot all of the units with the same house number and street name onto the map as one map spot. 2. If there are more units to add to the multi-unit, proceed to Step 3. 3. If there are no more units to add to the multi-unit, proceed to Step 5.

Step 2b, continued

If...	Then...
<p>The units in the multi-unit are all at the same BSA, but there are also other units with the same house number/street name that do not belong in the multi-unit you are currently listing</p>	<p>The ALMI will spot all of the units with the same house number/street name at one spot, so some units may need to be removed.</p> <ol style="list-style-type: none"> 1. Use the  button to select one of the units in the multi-unit and. The ALMI will spot all of the units at the same BSA onto the map as one map spot. 2. Delete those units that do not belong in that structure and assign them a status of 'Unable to locate'. If these units belong in another multi-unit, they will need to be added as new units later. 3. If there are no more units to add to the multi-unit, proceed to Step 5. If you need to add more units to the multi-unit, proceed to Step 3.

Step 2b, continued

If...	Then...
The units in the multi-unit are all at the same BSA, but there are also other units with the same house number/street name that do not belong in the multi-unit you are currently listing	<p>The ALMI will spot all of the units with the same house number/street name at one spot, so some units may need to be removed.</p> <ol style="list-style-type: none"> 1. Select one of the units in the multi-unit and use the  button. The ALMI will spot all of the units at the same BSA onto the map as one map spot. 2. Delete those units that do not belong in that structure and assign them a status of 'Unable to locate'. If these units belong in another multi-unit, they will need to be added as new units later. 3. If there are no more units to add to the multi-unit, proceed to Step 5. If you need to add more units to the multi-unit, proceed to Step 3.

Step 2b, continued

If...	Then...
The units in the multi-unit are not all at the same BSA	<p>The ALMI will spot all of the units with the same house number/street name onto the map as one map spot. If some of the units have different BSAs, you will have to spot them onto the map as their own map spot.</p> <ol style="list-style-type: none"> 1. Place all of the map spots that comprise the multi-unit structure as close together as possible in the correct location of the multi-unit. 2. If there are no more units to add, proceed to Step 5. If you need to add more units that are not on the address list for your block, proceed to Step 3.

Step 3: Check the Ungeocoded List and Adjacent Block Lists


Check the ungeocoded list and adjacent block lists to see if any or all of the units are listed elsewhere.

If...	Then...
There are no units in the multi-unit listed on the ungeocoded list or adjacent block list	Proceed to Step 4.


Step 3, continued

If...	Then...
There are units on an adjacent block list and they are spotted	<p>1. Move the map spot(s) to the location of the multi-unit in your assigned block. If there are multiple map spots that belong in the multi-unit, place them as close together as possible at the location of the multi-unit.</p> <p>If you encounter BSA issues (you only want to spot some of the units at a BSA onto the map, or you would like to spot units with different BSAs into one multi-unit), refer to Step 2b.</p> <p>If there are no more units to add to the multi-unit, proceed to Step 5.</p> <p>If you need to add more units to the multi-unit, Proceed to Step 4.</p>

Step 3, continued

If...	Then...
There are units on an adjacent block list and they are not spotted	<p>1. Use the  button to spot the units onto the map where the multi-unit is located. If there are multiple map spots that belong in the multi-unit, place them as close together as possible.</p> <p>If you encounter BSA issues (you only want to spot some of the units at a BSA onto the map, or you would like to spot units with different BSAs into one multi-unit), refer to Step 2b.</p> <p>If there are no more units to add to the multi-unit, proceed to Step 5.</p> <p>If you need to add more units to the multi-unit, Proceed to Step 4.</p>


Step 3, continued

If...	Then...
There are units on the ungeocoded list	<p>1. Use the  button to spot the units onto the map where the multi-unit is located. If there are multiple map spots that belong in the multi-unit, place them as close together as possible.</p> <p>If you encounter BSA issues (you only want to spot some of the units at a BSA onto the map, or you would like to spot units with different BSAs into one multi-unit), refer to Step 2b.</p> <p>If there are no more units to add to the multi-unit, proceed to Step 5.</p> <p>If you need to add more units to the multi-unit, Proceed to Step 4.</p>

Step 3, continued

If...	Then...
There are units on multiple lists (ungeocoded and adjacent or more than one adjacent block list)	<p>1. Spot all of the units onto the map and move all of the units to the location of the multi-unit. Place the map spots so that they are as close together as possible.</p> <p>If you encounter BSA issues (you only want to spot some of the units at a BSA onto the map, or you would like to spot units with different BSAs into one multi-unit), refer to Step 2b.</p> <p>If there are no more units to add to the multi-unit, proceed to Step 5.</p> <p>If you need to add more units to the multi-unit, Proceed to Step 4.</p>

Step 4: Add Units to the Multi-Unit

If...	Then...
You are adding the multi-unit as a totally new structure (no units currently exist in the ALMI)	<ol style="list-style-type: none"> 1. Use the  button to map spot the first unit of the multi-unit. It does not matter which unit you add first. 2. After you have entered all of the appropriate address information for the first unit, pause at the Address Confirmation screen of the Address Wizard. 3. Select the Add Another Unit at This Address button. <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin: 10px 0;">All errors must be resolved before another unit may be added.</div> <ol style="list-style-type: none"> 4. Enter the unit designation (such as Apt B) of the next unit in the Next Unit pop-up box and click 'OK'.

Step 4, continued

If...	Then...
	<p>5. Enter the appropriate address information for the next unit in the multi-unit.</p> <p>6. If there are more units to add to this multi-unit, select the Add Another Unit at this Address button. Repeat this process until all units are added. When there are no more units to add to this multi-unit, click 'OK' to exit the Address Wizard.</p> <p>7. Continue your block canvass, following the set path, and locate the next unit or structure in the block and follow the single or multi-unit procedures as appropriate.</p>

Step 4, continued

If...	Then...
You are adding new units to an existing map spot	<ol style="list-style-type: none"> 1. Select one of the addresses in the multi-unit that are map spotted and click 'Edit' to open the Address Wizard. Click 'OK' until you reach the Address Confirmation Screen. 2. Select the Add Another Unit at This Address button. <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>All errors must be resolved before another unit may be added.</p> </div> <ol style="list-style-type: none"> 3. Enter the unit designation (such as Apt B) of the next unit in the Next Unit pop-up box and click 'OK'. 4. Enter the appropriate address information for the next unit in the multi-unit. 5. If there are more units to add to this multi-unit, select the Add Another Unit at This Address button. Repeat this process until all units are added. When there are no more units to add to this multi-unit, click 'OK' to exit the Address Wizard. 6. Proceed to Step 5.

Step 5: Review Address Information

Review the address information for each unit of the multi-unit in the Address Review Bar or Address List View to make sure it is correct.

If...	Then...
The address information is correct for the unit and there is not activity code for this unit	Verify the unit.
The address information is not correct for the unit	Click Edit to correct it in the Address Wizard. To review how to update the Address Wizard, see Step 5 under listing single units.

Remember that you must take action on every unit in a multi-unit structure. Do this by selecting one unit at a time in the Address List.

Listing GQs

Follow the procedures for listing single units or listing multi-units in Module 2.4. In addition to those procedures, here are some important points to remember when listing GQs:

If the living quarters is a GQ, make sure that the Unit Type is GQ and that you have entered the Special Place Name, GQ name, and have selected the GQ category and type. Enter the Special Place Name in the Building Name/Mobile Home Park Name field on the Location Address tab.

Do not contact anyone at the GQ for this information while in the ALMI. If the Name or Type is not clear, put in your best guess.

You will not always have to enter the GAIL for GQs identified in your Update Block assignment. GQ listing assignments are only generated for Update Block assignments with a project code other than 4200 or 6385. Be sure to include as much information as possible concerning the GQ to locate the unit at a later time.

To determine if you need to use the GAIL, do the following:

- 1 Complete your Update Block assignment, making sure that all units listed have been assigned an activity code. (See the next topic for information on completing your assignment.)
- 2 Return to Case Management. If there are GQ-A assignments that need to be completed, they will appear in your case list. If there are not GQ-A assignments in your case list, you do not have to enter the GAIL to list the GQ (no further information was currently needed.)

For situations where you are required to use the GAIL, do the following:

- 1 Select the first GQ-A assignment with the same block number as the Update Block assignment you just worked.
- 2 Launch the GAIL to list the GQ units.
- 3 After you complete your first GQ-A assignment, you will be returned to Case Management. If there are more GQ-A assignments for the block, select the next assignment and launch the GAIL to list that GQ. Continue to select and launch the GQ-A assignments until there are none left for the block.

See Chapter 3 for more information on listing GQs in the GAIL.

Completing Your Update Block Assignment

When you complete your canvass around the block and return to your starting point, review the Address List View for the block. Make sure that there is an activity code for every living quarters listed in the ALMI. If some living quarters do not have an activity code set, you must review these addresses to determine the best action for that address.

When you finish canvassing the block and there are still units without an activity code, do the following:

If...	Then...
The unit shown in the ALMI exists on the ground, in an adjacent block	Move the unit to the other block if it is map spotted. Map spot the unit in the correct block if it is not map spotted.
The unit is a duplicate of another unit in the block	Delete the unit. Select Duplicate and link it to the existing unit. Copy any important information from the deleted unit to the existing unit.
You can verify with a knowledgeable person that the unit doesn't exist	Change the unit status code to one of the following and delete the unit: 2 -demolished (has been destroyed) 4 -non-existent (never existed)

If...	Then...
The unit is a vacant trailer pad and has utility hookups, a permanent site, and is identified by a street address or other identification	<p>Change the unit status code to 8 (vacant trailer pad), and map spot the unit if not spotted. If the trailer pad does not meet these requirements or exists in a highly transient area such as a temporary campground or carnival, delete the unit.</p> <p>See Appendix C for more information.</p>
If you find that the unit has merged with another unit	<p>Delete the unit. Select Merged and link it to the existing unit.</p> <p>Delete the unit with the least correct address information. Copy any important information from the deleted unit to the existing unit.</p>
There is an extra map spot in your block that does not have a corresponding address record in the block	Refer to Appendix C.
There is an address record in your block that is indicated as spotted by the "Y" in the spotted column, but there is no corresponding map spot in the block	Refer to Appendix C.

Valid Outcome Codes for Update Block Assignments

Outcome Codes will automatically be assigned as determined by work done in the ALMI.

When you complete your Update Block assignment and exit the ALMI, if all units have an Activity Code and no callback is set, you will be asked if you are done with the block. If your answer is yes, Case Management will assign an Outcome Code of 801 (Completed Listing). If your Update Block assignment is not complete (you still have work to do) and you exit the ALMI, Case Management will assign an Outcome Code of 802 (Insufficient Partial) or 804 (Sufficient Partial), depending on how many housing units have activity codes for the block. If all the housing units in your assigned block do *not* have an Activity Code, Case Management will assign an Outcome Code of 800 (Not Started).

You may have to re-assign some outcome codes in order to transmit, most likely to close out at the end of an assignment period. If you have to reassign codes select Set Outcome from the Actions Toolbar in Case Management.

See Appendix A for a detailed list of Update Block assignment outcome codes.

New Growth Found

While conducting your Update Block assignments, you may discover areas of new growth in blocks adjacent to your assigned block.

Some signs of new growth are:


- New streets,
- Newly paved roads,
- Houses under construction,
- Houses that do not have a lawn yet,
- The presence of a model home,
- House that are distinctly different than others, and
- Warehouses or abandoned stores being converted into new housing units.

Once you have identified the tract and block(s) where the new growth is occurring, use the address list in the ALMI to determine if there are new units on the ground that are not in the ALMI.

Perform a quick verification to make sure what you see on the ground is not already in the ALMI.

Once you have determined that there is new growth, you will create a new assignment. By doing this, you will be creating an Update Block assignment that may be assigned at a later date.

To create a new assignment, do the following:

- 1 Select the  button.
- 2 Click anywhere within the block you identified that needs to be updated. The Add Block Assignment (Figure 2.4-3) will display.

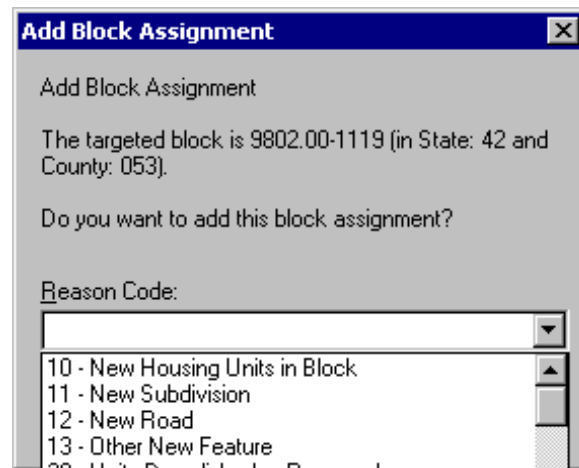


Figure 2.4-3 Add Block Assignment Reason Code Drop-Down List

- 3 Select the reason that describes the need for the update.

The list of valid reason codes to choose from is presented in the table below.

Codes	Description
10	New Housing Units in Block
11	New Subdivision
12	New Road
13	Other New Feature
20	Units Demolished or Removed
21	Natural Disaster in Block
30	Units in Wrong Block
31	Map Spots in Wrong Location
40	Street Renamed
41	E-911 Address Conversions
42	Change in City/Town Boundary
43	Block Boundary Changed (do not use)
44	Block Subdivided (do not use)
50	Other

2.5**Update Block NHIS (UB-N) Assignments****Topics In This Section**

<i>Major Differences Between Update Block and Update Block NHIS (UB-N)</i>	<i>1</i>
<i>Determining Year Built for UB-N</i>	<i>2</i>

**Major Differences
Between Update
Block and Update
Block NHIS (UB-N)**

The Update Block procedures for NHIS (UB-N) will be the same as Update Block procedures for non-NHIS listing with the following major differences.

- UB-N assignments are authorized by *Title 42, United States Code, Section 242k*. All other survey Update Block assignments are authorized by *Title 13*. Unlike other surveys, the NHIS sponsor receives a file of sample addresses and NHIS respondent information in order to conduct follow-up surveys about specific health issues. Non-NHIS survey Update Block assignments provide a dependent update of Decennial Census MAF addresses and these updates are protected by *Title 13*. Due to *Title 13* confidentiality restrictions, NHIS cannot use addresses from the Decennial Census and therefore must list blocks from scratch. Updated NHIS block listings are not incorporated into the MAF.
- Unlike the other current surveys, NHIS initial listing will be an independent listing. No address information will be supplied from the MAF. Therefore, you will not see any address information appearing in the address section of the ALMI Map/Address View or information appearing on the Ungeocoded Address View. You will have to add all of the units during your initial visit to the block. At the time of updating, you will see address information, just like for the other surveys.

- You will have the automated maps available for the NHIS area block the same as for the non-NHIS surveys, however, at time of initial listing, no map spots will appear. (This is because map spot information is stored with address information from the Decennial Census and is subject to Title 13 confidentiality restrictions.) At the time of updating an NHIS area block, you will see address information, as well as map spots, just like for the other surveys.
- The listings for NHIS and non-NHIS assignments cannot be shared. Therefore, if you have an NHIS and a non-NHIS assignment for the same block, you will need to do one of the listings or updating assignments, and then go back to do the other listing or updating assignment. This will be the only situation when a block will be worked or visited twice in the same three month listing period.
- Within the ALMI Address Wizard, you are required to enter a location address for each housing unit. You should not spend time contacting people for mailing address or householder data. No error or warning messages will appear if you leave the mailing address and householder data fields blank.
- You will not be able to add a new Update Block assignment within the ALMI. For the NHIS listings, the Add Assignment function of the ALMI will be disabled.

Determining Year Built for UB-N

When entering the NHIS mode for initial listing assignments, a pop-up dialogue box will appear in the ALMI. The dialogue box will let you know if you need to pre-canvass the block to estimate the number of units in the block before doing any listing. The estimated number of units must be entered in the ALMI in this situation.

For UB-N assignments in permit issuing areas, determining the Year Built Code depends on the expected versus estimated number of units in the block that you enter in the ALMI. Determine Year Built by asking the respondent or other knowledgeable person.

- When the expected number of units is zero, you will need to determine the Year Built code for all residential, non-mobile home units that are added during listing.
- When the expected number of units is greater than zero and you change the value of the estimated number of units, the ALMI will compare the estimated number of units you enter to the expected number of units for the block. If the *estimated number is at least twice the expected number*, you will need to determine the Year Built code for the block.
- When you choose not to pre-canvass (due to the block size, for example), you will be required to determine Year Built for all units.

When you are updating blocks that are previous NHIS block listings, you are only required to determine Year Built for units you add.

When Year Built does not need to be determined, the ALMI will gray out the Year Built questions and you will be unable to fill them in.

Year Built Codes:	
A	Unit Built after 4/1/00.
B	Unit Built before 4/1/00.
N	Year Built not required to be determined on nonstructural living quarters such as buses, boats, mobile homes, vacant trailer pads, embedded housing units in group quarters, etc., and structures where more than (50%) of the space is for commercial use.

Chapter 3: Listing GQs in the GAIL



- 3.1 Overview: Listing GQs in the GAIL
- 3.2 GQ-A (Update Block) Assignments
- 3.3 GQ Segment Assignments
- 3.4 Housing Units in a GQ
- 3.5 Special Situations

3.1

Overview: Listing GQs in the GAIL

Topics In This Section

<i>What is the GAIL?</i>	1
<i>GQ Listing Assignments</i>	1
<i>Listing GQs in the GAIL</i>	1

What is the GAIL?

GAIL is the acronym for Group Quarters Automated Instrument for Listing. The GAIL is an application that you use on your laptop to list GQs.

GQ Listing Assignments

A GQ may be listed as part of an Update Block assignment (GQ-A) or as a GQ segment (GQ) listing assignment. This chapter provides information for both listing assignment types.



**See Modules
3.2 and 3.3
respectively.**

Listing GQs in the GAIL

The following topics provide an overview for listing GQs in the GAIL.

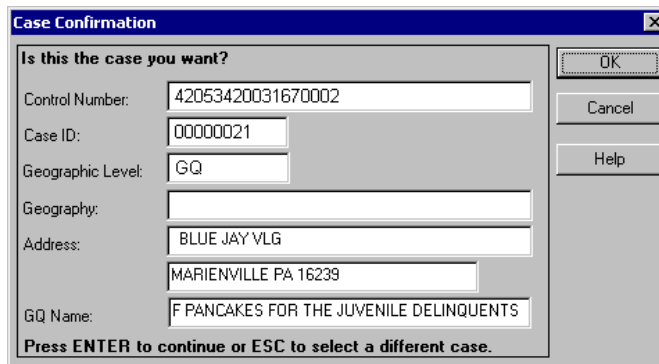
When listing GQs, you will do some of your listing prior to entering the GQ. This will enable you to accurately describe and collect the location address of the GQ.

After collecting the GQ address, physical description, and building name, enter the GQ, find a knowledgeable person, and complete the listing.

Launching the GAIL

To launch the GAIL, do the following:

- 1 Select the GQ assignment from the Case Management assignment list and click the F6 button.
- 2 Press <Enter> or click 'OK' on the Case Confirmation Screen (Figure 3.1-1).



A dialog box titled "Case Confirmation" with a close button (X) in the top right corner. It contains the following fields and controls:

- Control Number: 42053420031670002
- Case ID: 00000021
- Geographic Level: GQ
- Geography: (empty field)
- Address: BLUE JAY VLG
- MARIENVILLE PA 16239
- GQ Name: F PANCAKES FOR THE JUVENILE DELINQUENTS
- Buttons: OK, Cancel, Help
- Footer text: Press ENTER to continue or ESC to select a different case.

Figure 3.1-1 Case Confirmation Screen

The GAIL SurveyScreen (Figure 3.1-2) will display.

Info Pane

GQ information and the questions that step you through the listing process are displayed in this area of the screen.

Navigation Prompts

This area, which is part of the Info Pane, displays the navigation and answer selection radio buttons.

Form Pane

This area displays the fields for entering navigation/answer option selections.



A screenshot of the "Current Survey Group Quarters (GQ) Listing Ver 3.5" application window. The window has a menu bar (Forms, Answer, Navigate, Options, Help) and a toolbar (Main Block, Set Appointment-Call Back/Exit). The main display area has a yellow background and contains the following text:

- U.S. CENSUS BUREAU
- 02/21/2003 1:07PM
- G A I L
- GQ AUTOMATED INSTRUMENT FOR LISTING CURRENT SURVEYS
- v 3.5 (01/13/2003)
- Press *CTRL+F7* to access NOTES at any time during the instrument
- Press *F10* to exit at anytime during the instrument
- C 1. Press *1* to continue
- Survey screen

The bottom status bar shows: 00000075 SurveyScreen 1:07:11 PM 2-21-2003 51169510046000001 ADDINGTON HALL RESIDENCE

Figure 3.1-2 GAIL SurveyScreen

The GAIL is ‘question driven’, meaning that your responses to the questions displayed in the Info Pane step you through the listing process. For more information on GAIL functionality, see the GAIL User’s Guide.

GAIL StartScreen

Select ‘1. Proceed’ from the GAIL SurveyScreen and the GAIL StartScreen (Figure 3.1-3) will display.

Figure 3.1-3 GAIL StartScreen

If the displayed assignment information and assignment type identify your assignment, make the appropriate navigation selection to proceed to the next screen.

GQ Address Information

After you select ‘1. Proceed’ from the GAIL StartScreen, the GQInfoAdd1Q screen (Figure 3.1-4) will display. A series of questions appear that requires you to enter, update, and/or verify the following GQ address information:

- House Number
- Street Name
- Street Name Prefix Direction and Type
- Street Name Suffix Direction and Type
- Street Name Extension
- Unit Designation
- Rural Route Descriptor
- Rural Route Number
- Post Office Box Number
- ZIP Code

The screenshot shows a software window titled "Current Survey Group Quarters (GQ) Listing Ver 3.5". The window has a menu bar with "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar is a tabbed interface with "Main Block" selected. The main content area has a yellow background and contains the following text:

? [F1]
 • Is **1100 HWY 58**
DUFFIELD VA 24244-- still the **complete** location address of this GQ?
 (A complete address usually includes a street type, direction, etc.,
 e.g. 101 S Main Street NE.)

Special Place: ADDINGTON HALL RESIDENCE
 GQ Name: ADDINGTON HALL RESIDENCE
Location Address: 1100 HWY 58
 Physical Description: ADDINGTON HALL RESIDENCE
 Building Name:
 GQ Type Description: 911 - RESIDENTIAL CARE FACILITIES PROVIDING 'PROTECTIVE OVERSIGHT'

At the bottom of the main area are two radio buttons: "C 1. Yes" (selected) and "C 2. No". Below these is a "Verify GQ Address" label next to a checkbox.

The status bar at the bottom displays: 00000075 | GQInfoAdd1Q | 1:18:40 PM | 2-21-2003 | 51169510046000001 | ADDINGTON HALL RESIDENCE

Figure 3.1-4 GQInfoAdd1Q Screen

GQ Physical Description

If the GQ address is incomplete or a PO Box address is collected, you will be required to enter a physical description. Otherwise, this field is optional.

GQ Building Name

The GQ building name is the actual name on the GQ structure. If a name is visible on the GQ structure,

verify, update, or enter the GQ building name. Otherwise, leave GQ Building Name field blank.

GQ address, building name, and physical description should be gathered by observation. You can find this information on a street sign, building or other areas around the structure.

Entering the GQ

Once you have collected the GQ address, physical description and building name, the GAIL will prompt you to enter the GQ.

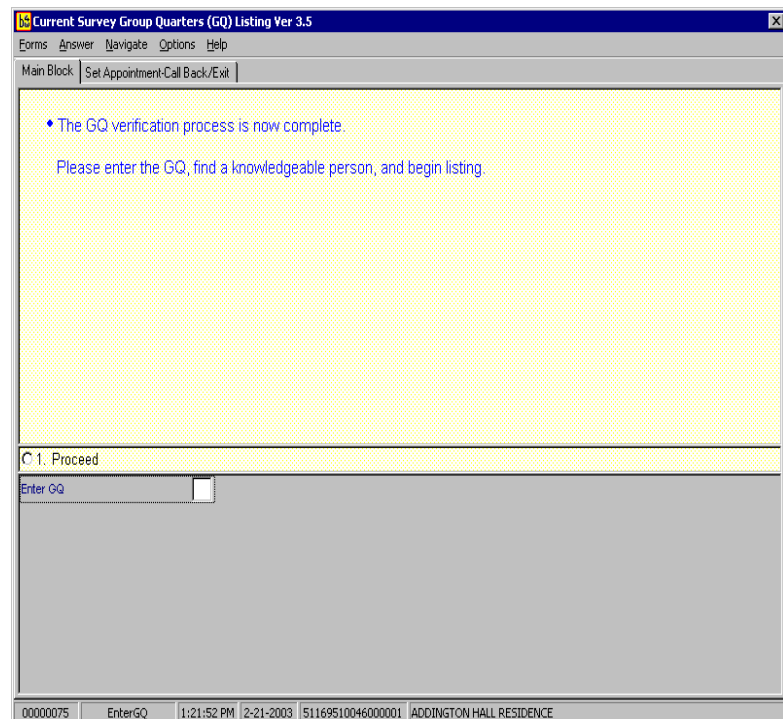


Figure 3.1-5 EnterGQ Screen

Introduction Screens

After entering the GQ and finding a knowledgeable person, introduce yourself by reading an IntroScreen.

This screen gives you an overview of the assignment you will be working on. The screen shows you the updated address information you entered outside the

GQ. If you realize that you are working on the wrong assignment, press <F10> to go to the non-interview screen. Select the appropriate response and exit the instrument.

The IntroScreen1 (Figure 3.1-6) will display for Initial Listing assignments. Initial Listing assignments may not have contact information. You will need to collect this data.

Figure 3.1-6 IntroScreen1

The IntroScreen2 (Figure 3.1-7) will display during Update Listing assignments.

Selecting '1. Proceed' will retain the current contact name and go directly to entering, updating, or verifying the contact title.

Selecting '2. No' will allow you to update the contact person's name.

Current Survey Group Quarters (GQ) Listing Ver 3.5

Forms Answer Navigate Options Help

Main Block | Set Appointment-Call Back/Exit

Hello, my name is (FR name) with the United States Census Bureau. Here is my identification card (Show ID). I am here to update the information about MANOR HOUSE OF GEORGETOWN. May I speak with KYRA MINOGUE?

Special Place Name : MANOR HOUSE OF GEORGETOWN

GQ Name : MANOR HOUSE OF GEORGETOWN

GQ Address : 95 ACADEMY AVE
GEORGETOWN, SC 29442--

Control Number : 45043450010230001

IN Assignment Type : Non-Institutional
GQ Frame

Initial/Updating : Updating

Press 'CTRL+F7' to access NOTES at any time during the instrument
Press 'F10' to exit at anytime during the instrument.

C 1. Yes C 2. No

IntroScreen1

IntroScreen2 ☐

00000051 IntroScreen2 1:27:19 PM 2-21-2003 45043450010230001 MANOR HOUSE OF GEORGETOWN

Figure 3.1-7 IntroScreen2

GQ Contact Information

After you select '2. No' from the GAIL IntroScreen2, the CP1Name screen (Figure 3.1-8) displays providing a series of questions that require you to verify, update, or enter the following GQ contact information:

- Contact Person Name
- Contact Person Title
- Contact Person Phone Number (and extension)
- Contact Person Phone Type
- Contact Person Office Location

Figure 3.1-8 CP1Name_

GQ Name

Once you've entered the contact information, the GQInfoNameQ screen (Figure 3.1-9) displays and you will need to verify, update, or enter the GQ name.

Figure 3.1-9 GQInfoNameQ

Is the GQ Institutional or Non-Institutional?

For all surveys, only non-institutional GQs will be listed. Non-institutional, military GQs (GQs with type code 601, 602, 603, 605) can be listed if and only if the GQ includes non-institutional, non-military units. There are two questions in the GAIL that determine whether the GQ is institutional or non-institutional.



Are any of the occupants of this GQ free to leave the building or its grounds without permission? (Figure 3.1-10)

Current Survey Group Quarters (GQ) Listing Ver 3.5

Forms Answer Navigate Options Help

Main Block Set Appointment-Call Back/Exit

? [F1]

The next couple of questions are about the occupants of this facility.

1. Are any of the occupants of this facility free to leave the building or its grounds without permission?

• For example, can they leave without authorization from an individual or outside agency?

C 1. Yes C 2. No

Figure 3.1-10 DetermING1

The purpose of this question is to determine whether the occupants can leave the building, on their own or with help, but do not require permission from the warden, the court system, someone who has power of attorney over them, or any other individual. In other words, if they wanted to leave the facility at anytime, could they?



Do these occupants require outside permission to change their residence? (Figure 3.1-11)

Current Survey Group Quarters (GQ) Listing Ver 3.5

Forms Answer Navigate Options Help

Main Block Set Appointment-Call Back/Exit

? [F1]

2. Do these occupants require outside permission to change their residence?

• For example, do they require authorization from an outside individual or agency to move out of this facility?

C 1. Yes C 2. No

Figure 3.1-11 DetermING2

This question is similar to the first question. Most facilities require occupants to notify them that they intend to leave the facility. This type of permission is NOT what this question is trying to determine. You need to determine if the occupants need to obtain permission from someone outside the facility to

change their residence. Must they obtain written notification from the person who has power of attorney over them? Must they obtain permission from the court system?

GQ Type Codes

GQ type codes are to be verified or determined in the GAIL.

Depending on whether the GQ is institutional (GQ type codes 101-410), non-institutional (GQ type codes 501-911), or a military facility (GQ type codes 106, 401, 410, 601, 602, 605, 904), the GAIL will display the appropriate series of questions to complete the listing.

To assist you in assigning the appropriate GQ type code, you may display a GQ Type Code Lookup screen. A Non-Institutional GQ Type Code List (Figure 3.1-12) will display only when the GQ is non-institutional. An Institutional GQ Type Code List will display when the GQ is institutional. Remember, the GQ is determined to be institutional or non-institutional based on the answers to the eligibility questions.

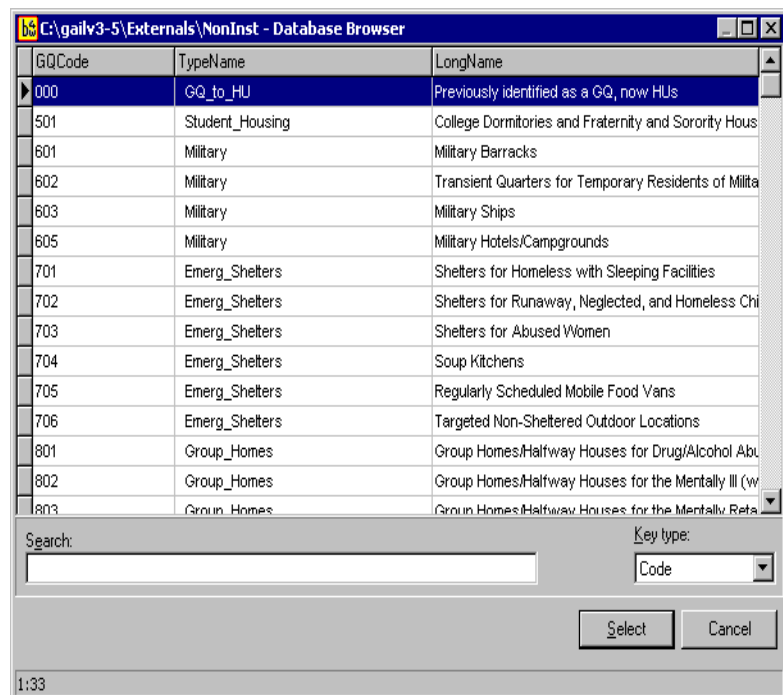


Figure 3.1-12 Non-institutional GQ Type Code Lookup Screen

Since many GQ type codes have very lengthy definitions and specific qualifying factors, the official Census 2000 definitions are provided via the help screens.

Out-Of-Scope GQ Type Codes

If a GQ is assigned an Out-Of-Scope GQ type code, you will not list the GQ.

Out-Of-Scope GQ Type Codes:	
603	Military ships
703	Shelters for abused women
704	Soup kitchens
705	Mobile food van
706	Targeted non-sheltered outdoor locations
900	Crews of non-military maritime vessels
909	GQs for victims of natural disasters

If any of the Out-Of-Scope GQ type codes listed above are selected, the OutOfScope screen (Figure 3.1-13) will display alerting you that the listing is complete.

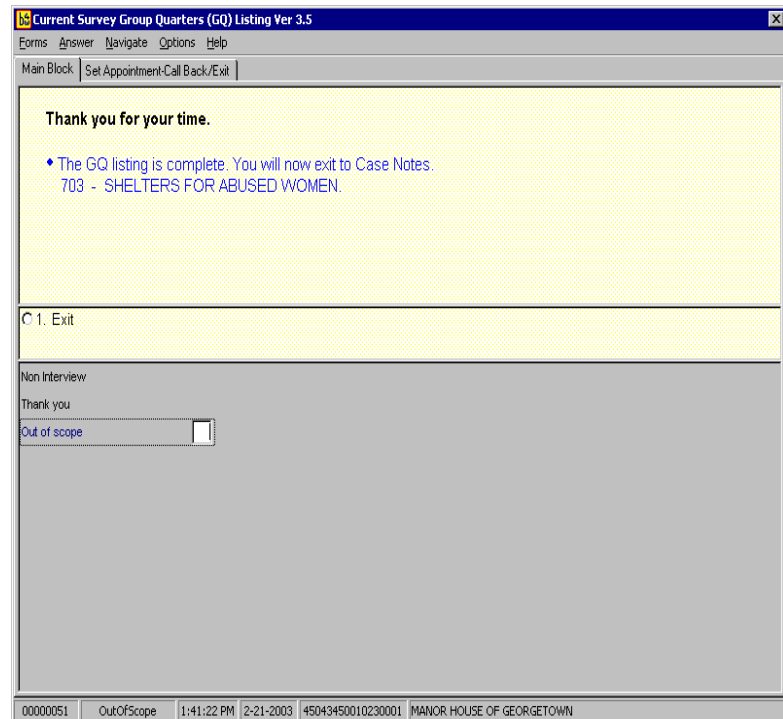


Figure 3.1-13 OutOfScope

The GAIL will direct you down the appropriate path. You will exit the GAIL and the appropriate type code will appear in Case Management.





Selecting the Listing Method

If a facility is designated as a non-institutional, non-military GQ, you are taken to the necessary screens to appropriately list the facility using one of the following methods: Register of Units Method, Complete Listing Method, or Register of Persons Method.

Regardless of the method used, only eligible units (non-military and non-institutional) are to be listed.

Register of Units Method – The Register of Units Method is the preferred method of listing. A *register* is a list of GQ units (rooms, beds, or other designations) at the location address. This register must be accessible at time of interview.

The GAIL will direct you to use the Register of Units Method to list the facility if all the following criteria are met:

-  The register contains only units at the GQ address,
-  The register is up-to-date,
-  The register contains only non-institutional non military units, and
-  The register contains only GQ units (no housing units).

After determining that a register can be used, do the following:

- 1** Verify the number of units on the register; if it is different, change it.
- 2** Select the type of register.
- 3** Select the description of the register.
- 4** Enter the location of the register.

If you are unable to list the GQ using the Register of Units Method, the instrument will lead you to either the Complete Listing Method or as a last resort, the Register of Persons Method.

Complete Listing Method – The Complete Listing Method requires you to list each eligible unit on a separate line within the GAIL. To use the Complete Listing Method, you must be able to list the GQ by room number, bed number, or some other unit designation.

When determining if you will list the GQ by rooms, beds, or some other unit designation, keep in mind that the entire listing must be of the same designation. For example, if you decide to list by rooms, each line number must refer to a room. If you list by beds, each line number must refer to a bed. There are no cutoffs

on the number of beds per room to determine if beds or rooms should be listed. Select the unit designation that will most likely not change over time so that the interviewing FR can easily locate the selected sample unit.

Path of Travel - Begin at the lowest floor and always work to the right (Figure 3.1-14). Continue listing each floor in the same manner.

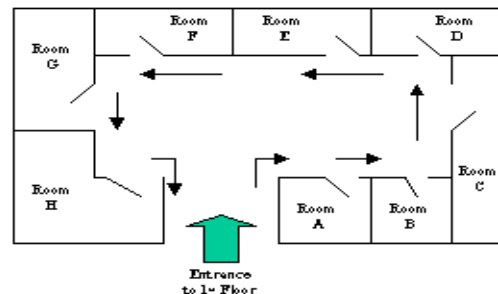


Figure 3.1-14 Path of Travel

As a part of the Complete Listing Method, you will be able to insert lines, delete lines, or end the listing early, if necessary.

Insert - At the time of initial listing and updating, selecting '1. Insert' (Figure 3.1-15a) will add a line above the line on which you are currently positioned (Figure 3.1-15b).

ID#	Housing Unit	Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]	N	1		BAY WINDOW LEDG		
[2]	N	2		BAY WINDOW LEDG		
[3]	N	3		BAY WINDOW LEDG		
[4]	N	4		BAY WINDOW LEDG		
[5]	2	5		BAY WINDOW LEDG		
[6]	N	6		BAY WINDOW LEDG		
[7]	N	3		BAY WINDOW LEDG		
[8]	3	4		BAY WINDOW LEDG		
[9]	N	6		BAY WINDOW LEDG		
[10]	N	7		BAY WINDOW LEDG		
[11]	N	8		BAY WINDOW LEDG		
[12]	N	9		BAY WINDOW LEDG		
[13]	N	10		BAY WINDOW LEDG		

Figure 3.1-15a Insert_Delete Screen

Current Survey Group Quarters (GQ) Listing Ver 3.6

Forms Answer Navigate Options Help

Main Block Set Appointment-Call Back/Exit

? [F1]

COMPLETE LISTING METHOD

1. Insert line above the current line.
2. Delete the current line.
3. End the listing.

Press enter to continue.

1. Insert 2. Delete 3. End

IDE	Housing Unit Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]	N	1	BAY WINDOW LEDG		
[2]	N	2	BAY WINDOW LEDG		
[3]	1 N				
[4]	N				
[5]	N				
[6]	N	3	BAY WINDOW LEDG		
[7]	N	4	BAY WINDOW LEDG		
[8]	N	6	BAY WINDOW LEDG		
[9]	N	7	BAY WINDOW LEDG		
[10]	N	8	BAY WINDOW LEDG		
[11]	N	9	BAY WINDOW LEDG		
[12]	N	10	BAY WINDOW LEDG		
[13]	N	11	BAY WINDOW LEDG		

00000032 Insert_Delete 1:32:17 PM 3-5-2003 42053420127330001 JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS

Figure 3.1-15b Insert_Delete Screen

At the completion of the listing, the GAIL will display the number of listed units before exiting the assignment.

Delete - At initial listing, selecting '2. Delete' will delete the current line and allow you to continue listing. At the time of updating, selecting '2. Delete' will gray out the selected line and allow you to continue listing (Figure 3.1-16).

ID/E	Housing Unit Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]	N	1	BAY WINDOW LEDG		
[2]	N	2	BAY WINDOW LEDG		
[3]	N	3	BAY WINDOW LEDG		
[4]	N	4	BAY WINDOW LEDG		
[5]	2	6	BAY WINDOW LEDG		
[6]	N	6	BAY WINDOW LEDG		
[7]	N	3	BAY WINDOW LEDG		
[8]	N	4	BAY WINDOW LEDG		
[9]	N	6	BAY WINDOW LEDG		
[10]	N	7	BAY WINDOW LEDG		
[11]	N	8	BAY WINDOW LEDG		
[12]	N	9	BAY WINDOW LEDG		
[13]	N	10	BAY WINDOW LEDG		

Figure 3.1-16 Insert_Delete Screen

At the completion of the listing, the GAIL will display the number of listed units before exiting the assignment.

End the Listing – The GAIL includes an option that allows you to end a listing before you have entered through each line. Selecting '3. End the Listing' will delete the line on which you enter the '3' (Figure 3.1-17) and every line after (Figure 3.1-18.) This option should only be used when you know that all listed lines including and after the '3' need to be deleted. You can use the '3. End the Listing' option to delete blank lines as well.

Current Survey Group Quarters (GQ) Listing Ver 3.6

Forms Answer Navigate Options Help

Main Block Set Appointment-Call Back/Exit

? [F1]

COMPLETE LISTING METHOD

1. Insert line above the current line.
2. Delete the current line.
3. End the listing.

Press enter to continue.

C 1. Insert C 2. Delete C 3. End

ID/E	Housing Unit Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]	N	1	BAY WINDOW LEDG		
[2]	N	2	BAY WINDOW LEDG		
[3]	N	3	BAY WINDOW LEDG		
[4]	N	4	BAY WINDOW LEDG		
[5]	2 N	6	BAY WINDOW LEDG		
[6]	N	6	BAY WINDOW LEDG		
[7]	N	3	BAY WINDOW LEDG		
[8]	3 N	4	BAY WINDOW LEDG		
[9]	N	6	BAY WINDOW LEDG		
[10]	N	7	BAY WINDOW LEDG		
[11]	N	8	BAY WINDOW LEDG		
[12]	N	9	BAY WINDOW LEDG		
[13]	N	10	BAY WINDOW LEDG		

00000032 Insert_Delete 1:57:24 PM 3-5-2003 42053420127330001 JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS

Figure 3.1-17 Insert_Delete Screen

Current Survey Group Quarters (GQ) Listing Ver 3.6

Forms Answer Navigate Options Help

Main Block Set Appointment-Call Back/Exit

? [F1]

COMPLETE LISTING METHOD

1. Insert line above the current line.
2. Delete the current line.
3. End the listing.

Press enter to continue.

C 1. Insert C 2. Delete C 3. End

ID/E	Housing Unit Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]	N	1	BAY WINDOW LEDG		
[2]	N	2	BAY WINDOW LEDG		
[3]	N	3	BAY WINDOW LEDG		
[4]	N	4	BAY WINDOW LEDG		
[5]	2 N	6	BAY WINDOW LEDG		
[6]	N	6	BAY WINDOW LEDG		
[7]	N	3	BAY WINDOW LEDG		
[8]	3 N	4	BAY WINDOW LEDG		
[9]	N	6	BAY WINDOW LEDG		
[10]	N	7	BAY WINDOW LEDG		
[11]	N	8	BAY WINDOW LEDG		
[12]	N	9	BAY WINDOW LEDG		
[13]	N	10	BAY WINDOW LEDG		

00000032 Insert_Delete 1:58:34 PM 3-5-2003 42053420127330001 JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS

Figure 3.1-18 Insert_Delete Screen

After you enter '3'. End', the GAIL will display the EarlyExit screen (Figure 3.1-19).

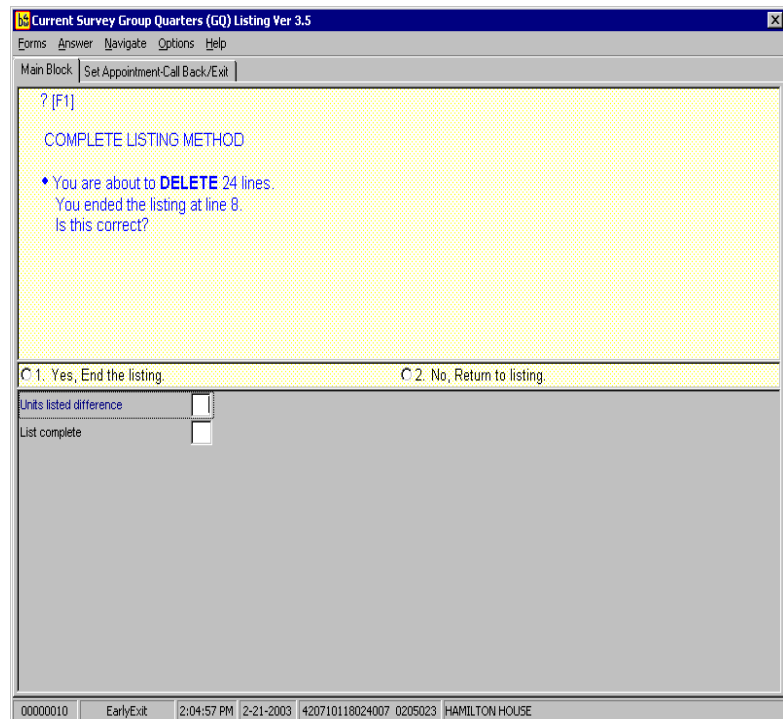


Figure 3.1-19 EarlyExit Screen

This screen reminds you that you will delete all lines after and including the line on which you ended the listing. These deleted lines may or may not have unit information. Be very sure you want the lines deleted. Once the lines are deleted, they are gone. If you want the deleted information back, you will need to relist the units.

Selecting '1. Yes, End the listing' will end the listing and delete the number of lines specified.

Selecting '2. No, Return to listing' will return you to the listing.

When you select '2. No, Return to listing' you will return to the previous screen and the cursor will be in the I/D/E field where you entered the '3' to end the listing. To continue listing the units, delete the '3' in the I/D/E field. Continue listing until you are finished.

The Complete Listing Method will also allow you to list housing units in appropriate situations. See Module 3.4 for procedures for listing housing units in the GAIL.

Register of Persons Method – A *register of persons* is a list of persons at the location address. If the GQ does not have defined room numbers, bed numbers, or other unit designation, and no acceptable register of units is available, the GAIL will lead you to the appropriate questions to list the GQ using the Register of Persons Method.

If there is an up-to-date register containing the names of the occupants of the GQ, you will be asked to enter the number of persons at the GQ. If a register is not available, you will be asked to estimate the number of people at the GQ. After entering the estimated number of people, the listing is complete.

3.2**GQ-A (Update Block) Assignments****Topics In This Section**

<i>What is a GQ-A Assignment?</i>	<i>1</i>
<i>What To Do in the ALMI Before Entering the GAIL</i>	<i>1</i>
<i>Listing the GQ-A Assignment</i>	<i>4</i>

What is a GQ-A Assignment?

A GQ-A assignment is a GQ in the Area Frame that is part of an Update Block assignment. These GQs are first created, verified, or updated in the ALMI, then become a separate assignment in Case Management.

What To Do In the ALMI Before Entering the GAIL

For an existing GQ-A assignment, before listing the GQ-A in the GAIL, you must complete the Update Block assignment in the ALMI.

When working an Update Block assignment, do the following:

- 1** Verify that the structure still meets the definition of a GQ.
- 2** Verify the GQ category and type code, or assign one if not already assigned. (Only contact the GQ while in the GAIL.)
- 3** Review the GQ name and address information in the Address Review Bar or Address List View (Figure 3.2-1) to make sure it is correct. If not, correct it in the Address Wizard.
- 4** Complete the Update Block assignment and return to Case Management.
- 5** Choose the GQ-A assignment in Case Management and launch the GAIL to complete the GQ assignment.

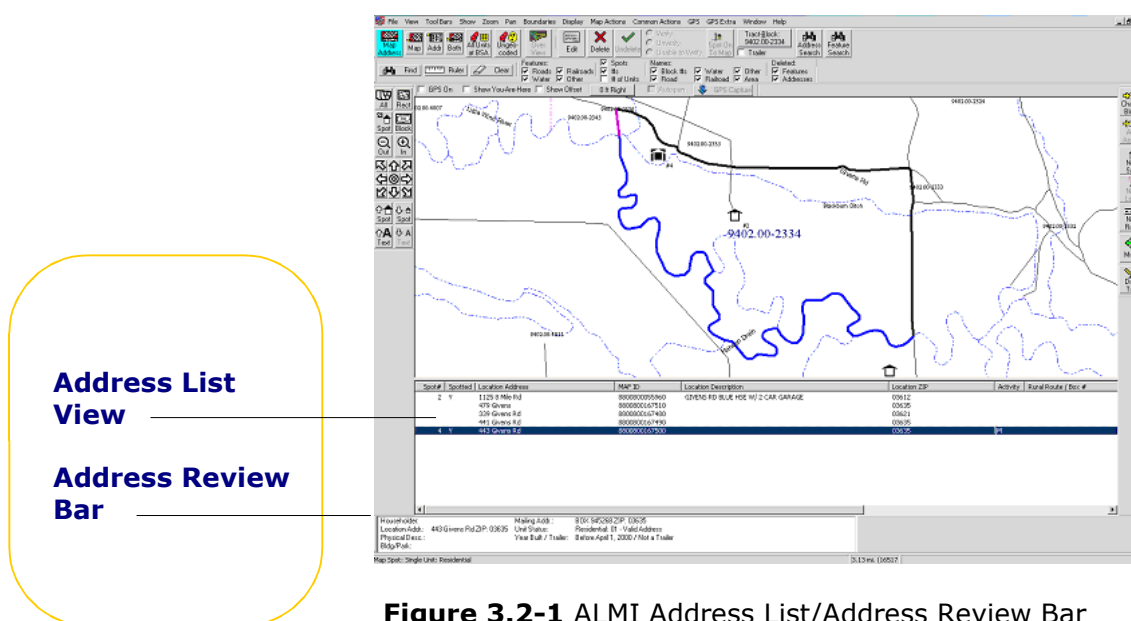


Figure 3.2-1 ALMI Address List/Address Review Bar Views

When the GQ is NOT listed in the ALMI address list, do the following:

- 1 Check to see if the GQ name and address appear in a different format or in the neighboring block or ungeocoded list (location/description) in the ALMI:

If...	Then...
The address appears in a different format, is in the neighboring block, or is on the ungeocoded list	Proceed to Step 2.
The address doesn't appear in a different format, is not in the neighboring block, and is not on the ungeocoded list	Go to <i>Listing GQs</i> in Module 2.4.

- 2 Move the GQ if needed.


- 3 In the Address Review Bar (Figure 3.2-1), examine the address information, special place name (in the Building Name/Mobile Home Park field), GQ name and GQ type.

If...	Then...
The information is correct	Verify the unit.
The information is not correct	Update it in the Address Wizard.

- 4 Complete the Update Block assignment and return to Case Management.
- 5 Choose the GQ-A assignment in Case Management and launch the GAIL to complete the GQ assignment.

Creating GQs in the ALMI

When the GQ doesn't exist in the ALMI, create the GQ by doing the following:

- 1 Click the  button.
- 2 Click on the map where the GQ should be placed.
- 3 Click 'Group Quarters' on the Unit Status tab.
- 4 Click on the 'Group Quarters Info' button, select the appropriate category and type codes, and enter GQ name.
- 5 Select the appropriate unit status code.
- 6 Enter the special place name in the 'Building Name/Mobile Home Park' field on the Location Address tab.
- 7 Enter the location address of the GQ on the Location Address tab.

- 8** After completing the Update Block assignment, exit the ALMI and choose the GQ-A assignment in Case Management. Launch the GAIL to list the individual units.

Not all Update Block assignments will create GQ-A assignments in Case Management.

Listing the GQ-A Assignment

Before listing the GQ-A assignment in the GAIL, be sure to complete your Update Block assignment making sure that all housing units and GQs listed have been assigned an activity code.

All GQ-A assignments in or added to Case Management will require you to launch the GAIL to either list the GQ units or change the status of the GQ. The following activity codes will be passed from the ALMI to the GAIL to alert you that some action has been taken on the GQ as a part of the Update Block assignment that may change the status of the GQ in the GAIL.

Update Block Activity Codes That May Change the Status of the GQ:

Code	Description
D	Deleted
M	Moved
C	Changed to Non-GQ (GQ is now a HU)
U	Unable to verify
N	Non-residential unit
B	GQ information has changed

For example, if you delete, move or change a GQ to a housing unit in the ALMI, you will still be required to launch the GAIL and indicate that the GQ is:

Deleted -

The screenshot shows a software window titled "Current Survey Group Quarters (GQ) Listing Ver 3.5". The window has a menu bar with "Forms", "Answer", "Navigate", "Options", and "Help". Below the menu bar is a "Main Block" section with a "Set Appointment-Call Back/Exit" button. The main content area displays a confirmation message: "? [F1] This GQ was **deleted** in the ALMI. Is this correct?". Below the message is a form with the following fields:

Special Place Name	:	
GQ Name	:	PLEASANT VIEW RETIREMENT COMMUNITY NURSING CARE
GQ Address	:	544 N. PENRYN RD MANHEIM, PA 17545-8562
Control Number	:	420710103002008 0204827
I/N	:	Institutional
Assignment Type	:	GQ in Area Frame
Initial/Updating	:	Updating

At the bottom of the window, there are three radio button options: "C 1. Yes", "C 2. No", and "C 3. Quit".

Figure 3.2-2 GQchangeFlag

Moved -

The screenshot shows the same software window as Figure 3.2-2, but with a different confirmation message: "? [F1] This GQ was **moved** in the ALMI. Is this correct?". The form fields below the message are identical to those in Figure 3.2-2:

Special Place Name	:	
GQ Name	:	DEMENTIA CARE
GQ Address	:	544 N. PENRYN RD MANHEIM, PA 17545-8562
Control Number	:	420710103002008 0204829
I/N	:	Institutional
Assignment Type	:	GQ in Area Frame
Initial/Updating	:	Updating

At the bottom of the window, there are three radio button options: "C 1. Yes", "C 2. No", and "C 3. Quit".

Figure 3.2-3 GQchangeFlag

Unable to be Verified -

Current Survey Group Quarters (GQ) Listing Ver 3.5

Forms Answer Navigate Options Help

Main Block | Set Appointment-Call Back/Exit |

? [F1]

- This GQ was **not verified** in the ALMI. Is this correct?

Special Place Name

GQ Name : COBYS FAMILY SERVICES

GQ Address : 576 N PENRYN RD
MANHEIM, PA 17545-9336

Control Number : 420710103002008 0069292

I/N : Non-Institutional

Assignment Type : GQ in Area Frame

Initial/Updating : Updating

1. Yes 2. No 3. Quit

Figure 3.2-4 GQchangeFlag

Non-residential -

Current Survey Group Quarters (GQ) Listing Ver 3.5

Forms Answer Navigate Options Help

Main Block | Set Appointment-Call Back/Exit |

? [F1]

- This GQ is **Non-Residential** in the ALMI. Is this correct?

Special Place Name

GQ Name : KEYSTONE RESIDENCE N. COLEBROOK RD

GQ Address : 58 N COLEBROOK RD
MANHEIM, PA 17545-9210

Control Number : 420710105022008 0069733

I/N : Non-Institutional

Assignment Type : GQ in Area Frame

Initial/Updating : Updating

1. Yes 2. No 3. Quit

Figure 3.2-5 GQchangeFlag

Converted to Housing Units -

Current Survey Group Quarters (GQ) Listing Ver 3.5

Forms Answer Navigate Options Help

Main Block | Set Appointment-Call Back/Exit

? [F1]
 • This GQ **converted to housing units** in the ALMI. Is this correct?

Special Place Name :
 GQ Name : PAI CORP
 GQ Address : 3105 CAROLINE DR
 EAST PETERSBURG, PA 17520-1226
 Control Number : 420710116004007 0205500
 IN : Non-Institutional
 Assignment Type : GQ in Area Frame
 Initial/Updating : Updating

C 1. Yes C 2. No C 3. Quit

Figure 3.2-6 GQchangeFlag

Changed (GQ Name, Address, or SP Name) -

Current Survey Group Quarters (GQ) Listing Ver 3.5

Forms Answer Navigate Options Help

Main Block | Set Appointment-Call Back/Exit

? [F1]
 • You made changes to this GQ in the ALMI. Please verify those changes as you list the GQ in the GAIL.

Special Place Name :
 GQ Name : JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENT HOCKEY PL
 AYERS FROM GROX
 GQ Address : 3105 CAROLINE DR
 EAST PETERSBURG, PA 17520-1226
 Control Number : 420710116004007 0029042
 IN : Non-Institutional
 Assignment Type : GQ in Area Frame
 Initial/Updating : Updating

C 1. Proceed C 2. Quit

Figure 3.2-7 GQchangeFlag

Each screen has three options:

- '1. Yes'
- '2. No'
- '3. Quit'

Selecting '1. Yes' confirms the action taken. The instrument will take you to the Thank screen. The assignment is complete.

Selecting '2. No' states that the action indicated is incorrect. You are told the actions you need to take to correct the assignment. The instrument then takes you to the Thank screen so you can return to Case Management and correct the assignment.

Selecting '3. Quit' will take you to the Thank screen. You are reminded that you have not have taken any action on this GQ. You must then decide whether to change your action in the ALMI or go back into the GAIL.

If a change is made to the GQ name, GQ type code, or GQ address in the GAIL, you must return to the ALMI to update the information in the Address Wizard. (Changes in the GAIL do not automatically update in the ALMI.)

For all other GQ-A assignments, list the GQ according to the information provided in Module 3.1 of this manual and the GAIL User's Guide.

3.3**GQ Segment Assignments*****Topics In This Section***

<i>What is a GQ Segment Assignment?</i>	<i>1</i>
<i>What to do Before Entering the GAIL</i>	<i>1</i>
<i>Listing the GQ Segment Assignment</i>	<i>3</i>

What is a GQ Segment Assignment?

A GQ segment assignment is an assignment of GQs listed during the 2000 Decennial Census for a particular block. All GQs listed during Census 2000 are separated from the housing units listed during Census 2000. Current Surveys will list and interview these GQs until the next Census.

What to do Before Entering the GAIL

GQ segment assignments are not part of an Update Block assignment. You will not need to enter the ALMI to complete the assignment.

To begin working your GQ segment assignment, do the following:

- 1** Make sure you are in the Case List View of Case Management and the 'F6 Listing' button is active.
- 2** Select the GQ assignment you want to work on.

- Highlight the GQ assignment and click the 'F6 Listing' button.

PSU	Type	Tract	Block	MCD/Place Name	House #	Street Name	Zip	GQ Name	Due Date	Status	Rate
42 053	GQ	8801 001063		MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS		899	
42 053	GQ	8801 001063		MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS		899	
42 053	GQ	8801 001063		MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS		899	
42 053	GQ	8801 001063		MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS		899	
42 053	GQ	8801 001063		MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS		899	
42 071	IGQ-A	0118 024007		MCD NAME	802	ELIZABETH DR	17601	BAUSMAN CENTER		899	
42 071	IGQ-A	0118 024007		MCD NAME	802	ELIZABETH DR	17601	NISSLEY HOUSE		899	
42 071	IGQ-A	0118 024007		MCD NAME	802	ELIZABETH DR	17601	PERSONAL CARE CENTER		899	

Figure 3.3-1 Case Management with a Highlighted GQ Case and Active 'F6 Listing' Button

- Make sure you are entering the correct GQ by looking at the address that appears in the Case Management Case Confirmation screen.

Is this the case you want?

Control Number: 42053420031670002

Case ID: 00000021

Geographic Level: GQ

Geography: BLUE JAY VLG

Address: MARIENVILLE PA 16239

GQ Name: F PANCAKES FOR THE JUVENILE DELINQUENTS

Press ENTER to continue or ESC to select a different case.

OK Cancel Help

Figure 3.3-2 Case Management Case Confirmation Screen

- Click 'OK' to launch the GAIL.

Listing the GQ Segment Assignment

Collecting demographic information for GQs can be done simply by observation. You will verify, update or enter the GQ address, physical description, and building name before you enter the GQ.

The screenshot shows the 'Current Survey Group Quarters (GQ) Listing Ver 3.5' window. The 'Main Block' tab is active, displaying a form for listing a GQ. The form contains the following information:

- ? [F1]
- You are about to conduct a GQ Listing for:
- Special Place Name : SUBBARAJA'S SUPERCALIFRAGILISTICEXPIALUDOCIOUS SPECIAL PLACE
- GQ Name : JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS
- GQ Address : PO BOX 955
GEORGETOWN, SC 29442--
- Control Number : 45043453040000001
- IN : Non-Institutional
- Assignment Type : GQ Frame
- Initial/Updating : Updating

At the bottom of the form, there are two buttons: 'C 1. Proceed' and 'C 2. Quit'. Below the form is a 'Start Screen' section with a 'GQChangeFlag' label and a small input field. The status bar at the bottom of the window displays the following information: 00000044, StartScreen, 2:18:45 PM, 2-21-2003, 45043453040000001, JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS.

Figure 3.3-3 GAIL StartScreen

See Module 3.1 of this manual for instructions on how to list the GQ. You can also reference the GAIL User's Guide for instrument instructions.

Remember, the GAIL is 'question driven'. The answers the knowledgeable contact person provides will determine how the GQ is listed.

3.4 Housing Units in a GQ

Topics In This Section

<i>Housing Units in GQ-A Assignments</i>	1
<i>Housing Units in GQ Segment Assignments</i>	1

Housing Units in GQ-A Assignments

For GQ-A assignments, all housing units must be listed in the ALMI. No housing units found during a GQ-A assignment can be listed in the GAIL. The GAIL will remind you in some situations that housing units must be listed in the ALMI (Figure 3.4-1).

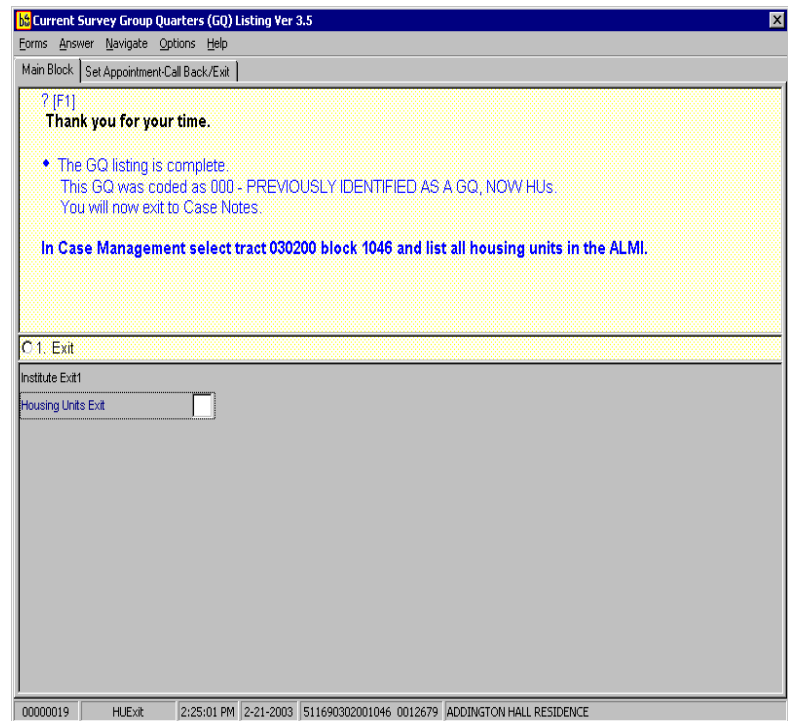


Figure 3.4-1 HUExit Screen

Housing Units in GQ Segment Assignments

For GQ segment assignments, housing units can be listed in the GAIL.

*Initial Listing
Assignments - Complete
Conversions GQ Type
Code '000'*

An initial listing occurs when the GQ is being listed for the very first time. The information in the GAIL was collected during Census 2000. Headquarters needs you to update the listing and include any GQ unit information.

It is possible that a facility may be marked as a GQ when it actually contains regular housing units.

When you discover that a GQ has completely converted to housing units during an initial listing, do the following:

- 1** Find a contact person and verify that the structure is no longer a GQ.
- 2** Change the GQ type code to '000—Previously identified as a GQ, now HUs'.
- 3** Determine the number of housing units (Figure 3.4-2.)

Figure 3.4-2 DeterHUs Screen

The GAIL will automatically take you to the complete listing screen (Figure 3.4-3) to list the housing units.

I/D/E	Housing Unit	Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]	Y					
[2]	Y					
[3]	Y					
[4]	Y					
[5]	Y					
[6]	Y					
[7]	Y					
[8]	Y					
[9]	Y					
[10]	Y					
[11]						
[12]						
[13]						

Figure 3.4-3 Insert_Delete Screen

The instrument grays out the Room #, Bed #, and Other Designation fields. The HU (housing unit) field is prefilled and grayed out with 'Y' on every line indicating that the listing only contains housing units. The cursor is in the I/D/E field. If you do not wish to insert, delete, or end the listing press <Enter> to go to the Remarks/HU Address field.

In the Remarks/HU Address field (Figure 3.4-4), enter the address of each housing unit. If you need to enter remarks, enter them after the housing unit address.

Current Survey Group Quarters (GQ) Listing Ver 3.6

Forms Answer Navigate Options Help

Main Block | Set Appointment-Call Back/Exit

? [F1]

COMPLETE LISTING METHOD

1. Insert line above the current line.
2. Delete the current line.
3. End the listing.

Press enter to continue.

C 1. Insert C 2. Delete C 3. End

ID/E	Housing Unit Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]	[Y]			222 PARK DR	12
[2]	[Y]				
[3]	[Y]				
[4]	[Y]				
[5]	[Y]				
[6]	[Y]				
[7]	[Y]				
[8]	[Y]				
[9]	[Y]				
[10]	[Y]				
[11]	[Y]				
[12]	[Y]				
[13]	[Y]				

00000054 Insert_Delete 3:11:33 PM 3-5-2003 45043452036000002 JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS

Figure 3.4-4 GQ_Unit_Remarks Field

When a unit designation exists, enter it in the HU Designation field (Figure 3.4-5). Otherwise, you can leave this field blank by pressing <Enter>.

Current Survey Group Quarters (GQ) Listing Ver 3.6

Forms Answer Navigate Options Help

Main Block | Set Appointment-Call Back/Exit

? [F1]

COMPLETE LISTING METHOD

1. Insert line above the current line.
2. Delete the current line.
3. End the listing.

Press enter to continue.

C 1. Insert C 2. Delete C 3. End

ID/E	Housing Unit Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]	[Y]			101 MAIN ST	APT A
[2]	[Y]			101 MAIN ST	APT B
[3]	[Y]			101 MAIN ST	APT C
[4]	[Y]			101 MAIN ST	APT D
[5]	[Y]			101 MAIN ST LAST L	
[6]	[Y]				
[7]	[Y]				
[8]	[Y]				
[9]	[Y]				
[10]	[Y]				
[11]					
[12]					
[13]					

00000023 Insert_Delete 2:27:10 PM 3-5-2003 42053420031670004 JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS

Figure 3.4-5 GQ_HU_Unit_Designation Field

Complete the listing as outlined in Module 3.1.

Initial Listing - Partial Conversion

Sometimes some GQ units can convert to housing units. The facility now contains GQ units and housing units. During initial listing, if you encounter this situation, do not list the housing units. Only list non-institutional, non-military GQ units. The GAIL will not allow housing units to be listed.

Notice in Figure 3.4-6 that the HU (housing unit) field is prefilled and grayed out with 'N'. The HU Designation field is also grayed out. You can only enter room #, bed #, or other designation information. The instructions on the remarks screen state that when HU is equal to 'N' you can enter remarks.

ID/E	Housing Unit Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]					N
[2]					N
[3]					N
[4]					N
[5]					N
[6]					N
[7]					N
[8]					N
[9]					N
[10]					N
[11]					
[12]					
[13]					

Figure 3.4-6 Insert_Delete Screen

Continue listing the GQ as indicated in Module 3.1.

Updating a Listing - Complete Conversion GQ Type Code '000'

A GQ can convert to a housing unit during the time between initial listing and the next update. When this occurs, you will need to convert each previously listed GQ unit to a housing unit.

Previously Listed Using the Complete Listing Method – If the previous listing was a complete listing, you will be able to see the actual number of units listed. Before listing any housing units, enter the number of housing units at the GQ (Figure 3.4-7). You cannot list more housing units than previously listed GQ units.

Units From Previous Listing Field

Previous Listing Method Field

Current Survey Group Quarters (GQ) Listing Ver 3.5

Forms Answer Navigate Options Help

Main Block Set Appointment-Call Back/Exit

? [F1]

- The entire GQ converted to HUs.

List the housing units via the Complete Listing Method.

What is the number of housing units?

Units from previous listing 13

Previous Listing Method COMPLETE LISTING METHOD

Number of Housing Units

Current HUs more than previous list

00000076 DeterHUs 2:48:45 PM 2-21-2003 51169510054650001 JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS

Figure 3.4-7 DeterHUs Screen

After you enter the number of housing units, press <Enter> and the Insert_Delete screen (Figure 3.4-8) will display.

? [F1]

COMPLETE LISTING METHOD

1. Insert line above the current line.
2. Delete the current line.
3. End the listing.

Press enter to continue.

C 1. Insert C 2. Delete C 3. End

ID/E	Housing Unit Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]	Y	2		RESIDENT FLUENT IN	
[2]	Y	3		RESIDENT FLUENT IN	
[3]	Y	4		RESIDENT FLUENT IN	
[4]	Y	5		RESIDENT FLUENT IN	
[5]	Y			RESIDENT FLUENT IN	#6
[6]	Y	7		RESIDENT FLUENT IN	
[7]	Y	8		RESIDENT FLUENT IN	
[8]	Y	9		RESIDENT FLUENT IN	
[9]	Y	10		RESIDENT FLUENT IN	
[10]	Y	14		RESIDENT FLUENT IN	
[11]	Y	15		RESIDENT FLUENT IN	
[12]	Y	16		RESIDENT FLUENT IN	
[13]	Y	17		RESIDENT FLUENT IN	

00000076 Insert_Delete 3:07:29 PM 3-5-2003 51169510054650001 JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS

Figure 3.4-8 Insert_Delete Screen

Notice in Figure 3.4-8 that the HU (housing unit) field is prefilled and grayed out with 'Y'. You are not allowed to change this value. You can, however, see the previously listed GQ units. Use the previously listed units as a guide to help you accurately list the housing units.

Continue listing the GQ as outlined in Module 3.1.

Previously Listed Using the Register of Units or Register of Person Method – If the previous listing method was the Register of Units or Register of Persons Method, you only know the number of previous units. Since actual GQ unit data was not collected, you will need to list the housing units as you find them. You are, however, limited to the number of previously listed units when listing the housing units. You cannot list more housing units than previously listed GQ units.

Units From Previous Listing Field

Previous Listing Method Field

Figure 3.4-9 DeterHUs Screen

Enter the number of housing units (Figure 3.4-9) and press <Enter>. The Insert_Delete screen will display.

Current Survey Group Quarters (GQ) Listing Ver 3.6

Forms Answer Navigate Options Help

Main Block | Set Appointment-Call Back/Exit

? [F1]

COMPLETE LISTING METHOD

1. Insert line above the current line.
2. Delete the current line.
3. End the listing.

Press enter to continue.

C 1. Insert C 2. Delete C 3. End

IO/E	Housing Unit Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[1]	[Y]			101 MAIN ST	APT A
[2]	[Y]			101 MAIN ST	APT B
[3]	[Y]			101 MAIN ST	APT C
[4]	[Y]			101 MAIN ST	APT D
[5]	[Y]			101 MAIN ST LAST L	
[6]	[Y]				
[7]	[Y]				
[8]	[Y]				
[9]	[Y]				
[10]	[Y]				
[11]					
[12]					
[13]					

00000023 Insert_Delete 2:27:10 PM 3-5-2003 42053420031670004 JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENTS

Figure 3.4-10 Insert_Delete Screen

Notice in Figure 3.4-10 that the HU (housing unit) field is prefilled and grayed out with 'Y'. You are not allowed to change this value. In the Remarks/HU Address field, enter the address of each housing unit. If you need to enter remarks, enter them after the housing unit address.

When a unit designation exists, enter it in the HU Designation field. Otherwise, you can leave this field blank by pressing enter.

Complete the listing as outlined in 3.1.

Updating A Listing - Partial Conversion

During updating, you might find that some GQ units converted to housing units. You can list these housing units in the GAIL.

Previously Listed Using the Complete Listing Method – When the previous listing was a complete listing, you are able to see the actual units previously listed (Figure 3.4-11.)

Current Survey Group Quarters (GQ) Listing Ver 3.6

Forms Answer Navigate Options Help

Main Block | Set Appointment-Call Back/Exit

COMPLETE LISTING METHOD

Is this a regular housing unit?

Enter *Y* for Yes
 N for No
 Press enter to continue.

I/O/E	Housing Unit	Room #	Bed #	Other Designation	Remarks/HU Addr	HU Designation
[3]	<input type="checkbox"/> N	103			95 ACADEMY AVE	APT 5
[4]	<input type="checkbox"/> N	104			95 ACADEMY AVE	APT 6
[5]	<input checked="" type="checkbox"/> Y				95 ACADEMY AVE	APT 8
[6]	<input type="checkbox"/> N	106			95 ACADEMY AVE	APT 9
[7]	<input type="checkbox"/> N	107			95 ACADEMY AVE	APT 10
[8]	<input type="checkbox"/> N	108			95 ACADEMY AVE	APT 11
[9]	<input type="checkbox"/> N	109			95 ACADEMY AVE	APT 16
[10]	<input type="checkbox"/> N	110			95 ACADEMY AVE	APT 17
[11]	<input type="checkbox"/> N	111			95 ACADEMY AVE	APT 18
[12]	<input type="checkbox"/> N	112			95 ACADEMY AVE	APT 19
[13]	<input type="checkbox"/> N	113			95 ACADEMY AVE	APT 21

00000051 Housing_Unit 3:28:59 PM 3-5-2003 45043450010230001 MANOR HOUSE OF GEORGETOWN

Figure 3.4-11 Insert_Delete Screen

Change any of the GQ units to housing units by changing the HU (housing unit) field to 'Y'. The Room #, Bed # and Other Designation fields will be grayed out. Enter the housing unit address, any remarks, and housing unit designation, if any.

Complete the listing as outlined in Module 3.1.

3.5**Special Situations****Topics In This Section**

<i>Special Situations - GQ-A Assignments</i>	1
<i>Special Situations - GQ Segment Assignments</i>	11

**Special Situations -
GQ-A Assignments**

The following topics describe special situations that may occur while listing GQ-A assignments in the GAIL.

*Embedded and
Freestanding Housing
Units*

An *embedded housing unit* is a housing unit that is contained within the GQ (nurses quarters, dorm mother's room, etc.). A *freestanding housing unit* is a housing unit that is associated with the GQ, but is not within the GQ structure itself (the director's house, guard quarters, etc.). If a usable register contains embedded or freestanding housing units, a complete listing must be conducted for the GQ. Do not include the embedded or freestanding housing in the GQ list. These housing units must be listed in the ALMI.

Freestanding housing units should be listed separately as either a single or multi-unit housing unit in the ALMI. Embedded housing units in a GQ should be listed as a multi-unit with the GQ in the ALMI. Use the procedures in Chapter 2 of this manual to list multi-units in the ALMI.

Moved GQs

In the ALMI, if a GQ has moved within the same block, move the GQ to the correct location in the block. List the GQ units in the GAIL as usual (if applicable).

If the GQ has moved outside your assigned block, still move the GQ to the correct location on the ALMI map. If the block the GQ moved to is one of your Update Block assignments, you will need to list the GQ units in the GAIL. Case Management will create a GQ-A assignment for you.

If the block the GQ moved to is not one of your Update Block assignments, you will NOT need to list the GQ units in the GAIL. Finish the Update Block assignment and return to Case Management.

If a GQ-A assignment exists for the GQ that was moved, you will need to launch the GAIL. The GAIL will confirm your actions and exit to Case Notes. You will then return to Case Management.

Military GQs

Since GQs in military blocks will be assigned through an Update Block assignment, all regular housing units and new construction in these blocks will be listed in the ALMI.

Create the GQ in the ALMI and assign the appropriate category and type code. *See Module 3.2 for more information.* Case Management will create a GQ-A assignment. After completing your Update Block assignment, launch the GAIL and complete the assignment. If you determine that the GQ is occupied entirely by military personnel, you will not list any GQ units. You will exit the GAIL and the GQ listing will be complete.

If you determine that the GQ is not occupied entirely by military personnel, list each non-military, non-institutional GQ unit in the GAIL. If possible, obtain a useable register. If you find any embedded or freestanding housing units, list those units in the ALMI.

If you cannot determine whether the units are non-military, list all GQ units in the GAIL.

When the GQ cannot be listed by rooms, beds, or some other unit designation, the GAIL will take you to the Register of Persons screen to obtain a count of persons.

Structure is of Multiple GQ Types

A *multiple GQ type structure* is a structure at a location address with more than one existing GQ type. An example would be a YMCA that consists of a homeless shelter, a children's shelter, and a shelter for abused women.

If you discover a structure with multiple GQ types, create a separate GQ for each GQ type. If the units are in the same structure, the map spot should be a multi-unit GQ map spot.

See Chapter 2.4 for more information on listing multi-units.

Multiple GQ Assignments With Different GQ Type Codes are Really One GQ

If...	Then...
One assigned GQ type code is correct	Use that GQ type code to list all the GQ units, and delete the other GQs. Select '4. GQ no longer exists' on the NonIntGQ screen.
None of the GQ type codes are correct	Identify the correct type code and list all the GQ units using that type code. Delete the other GQs by selecting '4. GQ no longer exists' on the NonIntGQ screen.

Example 1: You have a GQ-A assignment for two GQs with type codes 901 and 902 at the same address, in the same block.

You discover that there is only one GQ at the address and it is a type 902. Delete the GQ with type code 901 and keep the GQ with type code 902. Enter the GAIL to list and/or confirm the changes.

Example 2: You have a GQ-A assignment for three GQs with type codes 801, 802, and 803 at the same address, in the same block.

You discover that there is only one GQ at the address and the GQ type code should really be 701 at the address. Select the GQ with the most correct information and change the GQ type code to 701. Delete the other GQs. Enter the GAIL to list and/or confirm the changes.

A GQ Contains Some Regular Housing Units or Some GQ Units Converted to Housing Units

Sometimes the previous FR may have incorrectly listed an entire facility as a GQ, when it actually contains regular housing units. Check to make sure that the housing units are not in the ALMI Address List or Ungeocoded List. If you cannot find the housing units in the ALMI, add the housing units as a multi-unit to the GQ.

At subsequent updates, a GQ could partially convert to housing units. A *partial conversion* occurs when a few previously listed GQ units convert to housing units. After listing or verifying the GQ units, exit the GAIL immediately and go to the ALMI to list the housing units. Check to make sure the housing units are not in the ALMI address list or ungecoded list. If you cannot find the housing units, add the housing units as a multi-unit to the GQ.

A Structure Was Identified as a GQ But Is a Regular Housing Unit or a GQ Completely Converts to Regular Housing Units

A *complete conversion* occurs when all of the previously listed GQ units convert to one or more housing units. If you discover that a GQ completely converted to housing units while in the ALMI, edit the GQ so it reflects the correct information for the housing unit and change the unit type to residential. Add extra housing units as necessary. Finish the Update Block assignment and enter the GAIL. The GAIL will confirm what you did in the ALMI by asking you if the GQ converted to housing units (Figure 3.5-1).

Current Survey Group Quarters (GQ) Listing Ver 3.5

Forms Answer Navigate Options Help

Main Block Set Appointment-Call Back/Exit

? [F1]
 ♦ This GQ converted to housing units in the ALMI. Is this correct?

Special Place Name :
 GQ Name : PAI CORP
 GQ Address : 3105 CAROLINE DR
 EAST PETERSBURG, PA 17520-1226
 Control Number : 420710116004007 0205500
 I/N : Non-Institutional
 Assignment Type : GQ in Area Frame
 Initial/Updating : Updating

C 1. Yes C 2. No C 3. Quit

Start Screen
 GQChangeFlag ☐

00000005 GQChangeFlag 3:07:24 PM 2-21-2003 420710116004007 0205500 PAI CORP

Figure 3.5-1 GQChangeFlag Screen

By answering '1. Yes', the GAIL will automatically change the GQ type code to '000—Previously Identified as a GQ, now HUs' and assign the appropriate outcome code. If you discover that a GQ completely converted to housing units while in the GAIL, assign the GQ a type code of '000—Previously Identified as a GQ, now HUs'.

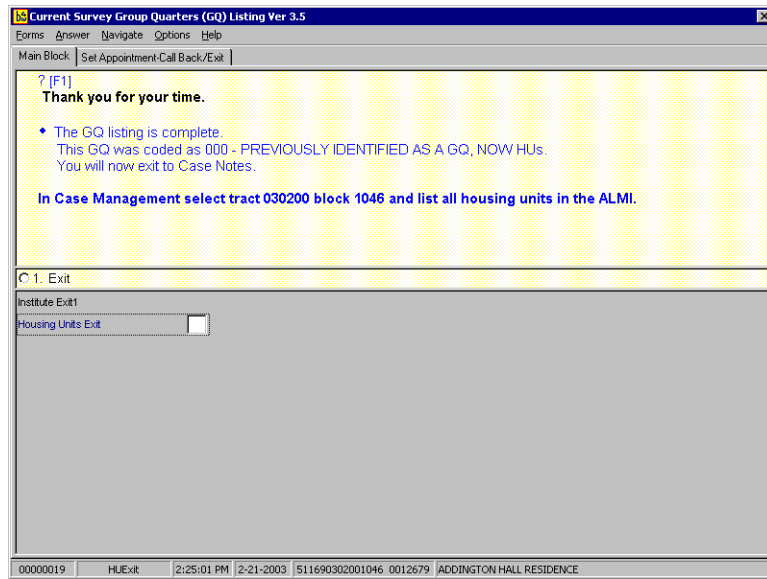


Figure 3.5-3 HUExit Screen

The GAIL will instruct you to list the unit(s) in the ALMI (Figure 3.5-3). Select '1. Exit' to exit the GAIL and immediately go to the ALMI and list all housing units.


Multiple GQs of the Same or Different Type in a Block That Cannot Be Reconciled With What is on the Ground

Reconcile your assignment with what is on the ground by adding, deleting, or moving GQs in the ALMI.

Split Institutional and Non-Institutional GQs

For split institutional/non-institutional GQs, create two or more GQs.

When the GQ doesn't exist in the ALMI, create the GQ by doing the following:

- 1 Click the  button.
- 2 Click on the map where the GQ should be placed.
- 3 Select 'Group Quarters' on the Unit Status tab.

- 4 Click on the Group Quarters Info button, select the appropriate category and type code, and enter the GQ name.
- 5 Select the appropriate unit status code.
- 6 Enter special place name in the Building Name/Mobile Home Park field on the Location Address tab.
- 7 Enter the location address of the GQ on the Location Address tab.
- 8 After completing the Update Block assignment, exit the ALMI and choose the GQ-A assignment in Case Management. Launch the GAIL to list the individual GQ units.

If you discover this situation while listing in the GAIL, complete the GQ-A assignment, exit the GAIL, and launch the ALMI to add any additional GQ types. After adding the GQs in the ALMI, go back to the GAIL to list the added GQ(s). Be sure to enter a note in Case Notes about finding multiple GQ types in the same GQ.

Merged GQs

A *merger* happens when two or more different GQs in the same structure merge into one GQ. The new GQ occupies the same space the separate GQs occupied. The new GQ has one name and one type code.

Example: GQ S and GQ L were part of a multi-unit GQ map spot.

During an Update Block assignment, you discover that GQ S and GQ L are now one GQ—GQ S. All units still occupy the same space. In the ALMI, delete GQ L and assign 'Merged' as the unit status. Select GQ S as the survivor. Update any information for GQ S. Complete the Update Block assignment, select the GQ-A assignment in Case Management and launch the GAIL to list the GQ.

Rooming/Boarding Houses

Rooming and boarding houses are classified as regular housing units for the Census 2000 Design. During an Update Block assignment, if you locate a rooming or boarding house and it is listed in the ALMI as a GQ, edit the GQ so it reflects the correct information for the housing unit and change the unit type to 'Residential'. Complete your Update Block assignment, exit to Case Management, select the GQ-A assignment and launch the GAIL. The GAIL will remind you that a change was made to this GQ in the ALMI (Figure 3.5-4).

Current Survey Group Quarters (GQ) Listing Ver 3.5

Forms Answer Navigate Options Help

Main Block | Set Appointment-Call Back/Exit

? [F1]
 • You made changes to this GQ in the ALMI. Please verify those changes as you list the GQ in the GAIL.

Special Place Name :
 GQ Name : JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENT HOCKEY PL
 AYERS FROM GROX
 GQ Address : 3105 CAROLINE DR
 EAST PETERSBURG, PA 17520-1226
 Control Number : 420710116004007 0029042
 I/N : Non-Institutional
 Assignment Type : GQ in Area Frame
 Initial/Updating : Updating

1. Proceed 2. Quit

Start Screen ☐
 GQChangeFlag

00000006 StartScreen 3:15:57 PM 2-21-2003 420710116004007 0029042 JAYS HOUSE OF PANCAKES FOR THE JUVENILE DELINQUENT HOCKEY PL

Figure 3.5-4 GQchangeFlag Screen

Choosing '1. Proceed' will confirm the changes made in the ALMI. Exit the GAIL and the case is complete.

Workers' Housing

Workers' housing should be classified as a GQ if the occupants use common facilities, that is, they reside in a dormitory setting. Classify the GQ as type code 901 if the dormitory is for agricultural workers on farms, such as migratory farm workers camps, bunkhouses for ranch hands, and other dormitories on farms including those on "tree farms." Classify the GQ as type code 902 if the dormitory is for other than agricultural workers, such as logging camps, construction workers' camps, firehouse dormitories, job-training camps, energy enclaves (Alaska only), Alaskan pipeline camps, or non-farm migratory workers' camps (such as workers who lay oil and gas pipelines).

Hotels, Motels, Inns, Resorts, and Bed and Breakfasts (B&Bs)

Census 2000 sometimes classified these places as GQs. For example, a hotel or motel was classified as GQ type code 701 if it was used as a shelter for the homeless. This situation typically occurs when a locality's homeless shelters are filled to capacity and the government has contracted with motels and hotels to house the overflow.

Hotels, Motels, Resorts, and B&Bs found while conducting an Update Block assignment should be classified as housing units if you determine that the units of these facilities are used as permanent housing. If you find that the rooms are contracted out by the government for the homeless, then the facility is a GQ. List the GQ in the ALMI, assigning the appropriate unit status, category and type code, GQ name and special place name. Complete the Update Block assignment, exit to Case Management, select the GQ-A assignment, and launch the GAIL.

If the establishment is clearly a commercial facility such as a Holiday Inn or Ramada Inn for example, it should be classified as non-residential.

Shelters for Abused Women

Shelters for abused women, GQ type code 703, are considered sensitive in nature. Although Headquarters will never knowingly assign this GQ, you may encounter one while doing your Update Block assignment.

While doing your Update Block assignment, if you discover the GQ is an abused women's shelter, create a mapspot for the GQ if one does not exist, and/or update the GQ category and type code to '703'. Complete the Update Block assignment, exit to Case Management, select the GQ-A assignment and launch the GAIL. Do not contact the GQ. Once you have entered the GAIL, press <F10> to select the ApptSelect screen. On that screen, select '4. Non-Interview'. On the NonIntGQA screen, select '8. Abused Women Shelter'. The GAIL will automatically take you to the Thank screen to exit to Case Management. The case will have an outcome code of '842-Out-Of-Scope' and a GQ type code of 703. (*See Appendix A for a full list of outcome codes.*)

Students at Military Academies

A facility for students at a military academy located on a military installation should be considered military barracks and assigned a GQ type code 601.

A facility for students at a military academy not located on a military installation should be considered college housing and assigned a GQ type code 501.

Temporary Housing for the Homeless

Housing units that would otherwise be considered regular housing units, but that are temporarily used to house the homeless should be considered a GQ type code 701. For example, a church uses a small duplex to house refugee families until they can find permanent housing, or the Red Cross uses a facility to house people whose homes have burned down.

Special Situations - GQ Segment Assignments

The following topics describe special situations that may occur while listing GQ segment assignments in the GAIL.

Embedded and Freestanding Housing Units

An *embedded housing unit* is a housing unit that is contained within the GQ (a guards quarters, dorm mother's room, etc.). A *freestanding housing unit* is a housing unit that is associated with the GQ, but is not within the GQ structure itself (the director's house, guard's quarters, etc.). If a usable register contains embedded or freestanding housing units, a complete listing must be conducted for the GQ. *See Module 3.4 for instructions on when to list housing units.*

Moved GQs

If a GQ has moved from its location address and you are not able to find it anywhere in the block, you will need to specify this in the GAIL. At any time in the instrument you can press <F10> to go to the AppSelect screen. There, select '4. Non-Interview'. On the NonIntGQ screen select '2. Unable to locate'. The GQ case is complete. Exit the GAIL and make any notes in Case Notes before going to Case Management.

Military GQs

Since the GQs in military blocks will be assigned through Update Block assignments, you will rarely encounter military GQs. If you do discover that a GQ is military, assign the appropriate type code.

If...	Then...
The GQ is occupied entirely by military personnel	Do not list any units for the GQ.
The GQ is <i>not</i> occupied entirely by military personnel	List each non-military/ non-institutional unit in the GAIL. If possible, obtain a useable register.

If...	Then...
You cannot determine the non-military/non-institutional units	List the entire GQ.

When the GQ cannot be listed by rooms, beds, or some other designation, the GAIL will take you to the Register of Persons screen to obtain a count of persons.

Structure is of Multiple GQ Types

A *multiple GQ type structure* is a structure at a basic address with more than one existing GQ type. An example would be a YMCA that consists of a homeless shelter, a children's shelter, and a shelter for abused women.

The GAIL cannot create additional GQ segment assignments.

When you discover a structure with multiple GQ types, but you only have one GQ segment assignment for that structure, do the following:

- 1** Choose the GQ in the structure that best fits the current assignment.
- 2** Update the GQ in the GAIL.
- 3** After completing the case, return to Case Management. Make sure none of your other GQ segment assignments are in the structure. If other GQ assignments are located in the structure, complete those assignments. If no other assignments are located in the structure, go to your next case.

*Multiple GQ Assignments
With Different GQ Type
Codes are Really One GQ*

If...	Then...
One assigned GQ type code is correct	Use that GQ type code to list all the GQ units, and delete the other GQs. Select '4. GQ no longer exists' on the NonIntGQ screen.
None of the GQ type codes are correct	Identify the correct type code and list all the GQ units using that type code. Delete the other GQs by selecting '4. GQ no longer exists' on the NonIntGQ screen.

Example 1: You have a GQ assignment for two GQs with type codes 901 and 902 at the same address, in the same block.

You discover that there is only one GQ at the address and it is a type 902. Delete the GQ with type code 901 and keep the GQ with type code 902. Enter the GAIL to list and/or confirm the changes.

Example 2: You have a GQ assignment for three GQs with type codes 801, 802, and 803 at the same address, in the same block.

You discover that there is only one GQ at the address and the GQ type code should really be 701 at the address. Select the GQ with the most correct information and change the GQ type code to 701. Delete the other GQs. Enter the GAIL to list and/or confirm the changes.

*A GQ Contains Some
Regular Housing Units or
Some GQ Units
Converted to Housing
Units*

At subsequent updates, a GQ could partially convert to housing units. A partial conversion occurs when a few previously listed GQ units convert to housing units. See Module 3.4 for instructions on how to list the housing units.

A Structure Was Identified as a GQ But Is a Regular Housing Unit or a GQ Completely Converts to Regular Housing Units

Sometimes the previous FR may have incorrectly listed an entire facility as a GQ, when it actually contains regular housing units. A complete conversion occurs when all of the previously listed GQ units convert to housing units. See Module 3.4 for instructions on how to list the housing units.

Split Institutional and Non-Institutional GQs

The GAIL cannot create new GQ assignments. If you encounter this situation, list the non-institutional GQ only. Assign the proper type code and complete the listing.

Merged GQs

In the GAIL, a GQ can only be of one GQ type. Merged GQs will be listed as one GQ. Merged GQs will be listed as long as the resulting merged GQ is non-military, non-institutional, and of an eligible GQ type.

If...	Then...
The resulting GQ is of the same GQ type as one of the GQs prior to the merger	List the merged GQ under that type. Since the other GQ no longer exist, select '4. GQ no longer exists' on the NonIntGQ screen in the GAIL.
The resulting GQ is not of the same GQ type as one of the GQs prior to the merger	Delete one of the GQs by selecting '4. GQ no longer exists'. List the resulting GQ under the other assignment/case and change the GQ type code.

Seasonally Closed GQs

If an assigned GQ is closed for the season at the time of the listing, you can either select '3. Quit' from the StartScreen, press <F10>, or click on the Set Appointment/Exit tab to get to the ApptSelect screen in the GAIL. Select '3. Seasonal'.

To list seasonally closed GQs, do the following:

- 1 Contact a knowledgeable person from the GQ to provide the following information:
 - The date the GQ is scheduled to re-open.
 - The month(s) the GQ stays open.
 - An estimate of the total number of units, if possible.
- 2 If you are unable to contact a knowledgeable person from the GQ, then try to obtain the information from a knowledgeable person in the area (Figure 3.5-5).

Figure 3.5-5 Seasonal

Some GQs may be closed for several months during their 'off' seasons.

*Rooming/Boarding
Houses*

Rooming and boarding houses are classified as regular housing units for the Census 2000. See Module 3.4 for instructions on listing these GQs.

Workers' Housing

Workers' housing should be classified as a GQ if the occupants use common facilities, that is they reside in a dormitory setting. Classify the GQ as type code 901 if the dormitory is for agricultural workers on farms, such as migratory farm workers camps, bunkhouses for ranch hands, and other dormitories on farms including those on "tree farms." Classify the GQ as type code 902 if the dormitory is for other than agricultural workers, such as logging camps, construction workers' camps, firehouse dormitories, job-training camps, energy enclaves (Alaska only), Alaskan pipeline camps, or non-farm migratory workers' camps (such as workers who lay oil and gas pipelines).

*Hotels, Motels, Inns,
Resorts, and Bed and
Breakfasts (B&Bs)*

Census 2000 sometimes classified these places as GQs. For example, a hotel or motel was classified as GQ type code 701 if it was used as a shelter for the homeless. This situation typically occurs when a locality's homeless shelters are filled to capacity and the government has contracted with motels and hotels to house the overflow.

Hotels, Motels, Resorts, and B&Bs found should be classified as housing units unless the rooms are contracted out by the government for the homeless. If it is determined that the establishment is a GQ, the units should be listed in the GAIL. *See Module 3.4 for instructions on listing the GQ.*

If the establishment is clearly a commercial facility such as a Holiday Inn, or Ramada Inn, and so forth, it should be classified as non-residential.

Shelters for Abused Women

Shelters for abused women are classified as GQ type code 703 and are considered sensitive in nature. Although Headquarters will never knowingly assign this GQ, you may encounter one while listing. If you do, immediately press <F10> to go to the ApptSelect screen. Select '4. Non-Interview'. Choose 'Abused Women Shelter'. Exit the GAIL.

Figure 3.5-6 NonIntGQ

If you do not discover the GQ is an abused women's shelter until you change the type code, select GQ type code 703 from the GQ type code list in the GAIL. A screen will appear informing you that this GQ is Out-Of-Scope (Figure 3.5-7). All communication should cease immediately. The instrument will assign the proper non-interview code and will return you to Case Notes to exit the case.

Figure 3.5-7 OutOfScope

Students at Military Academies

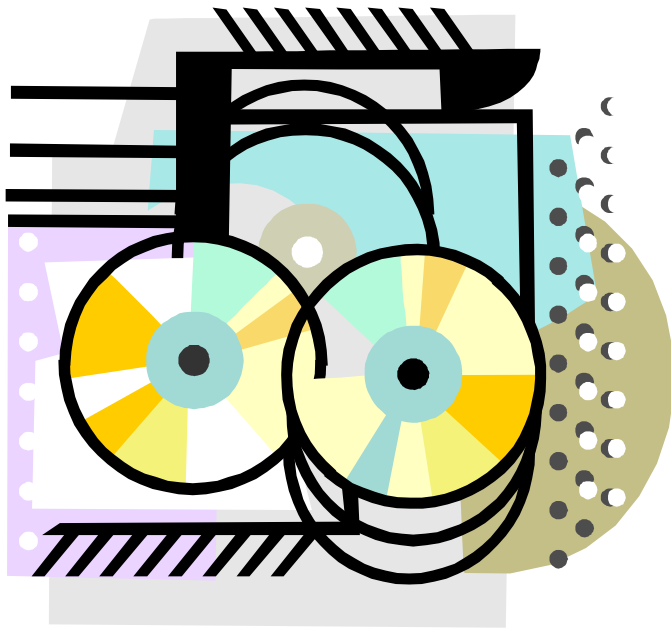
A facility for students at a military academy located on a military installation should be considered military barracks and assigned a GQ type code 601.

A facility for students at a military academy not located on a military installation should be considered college housing and assigned a GQ type code 501.

Temporary Housing for the Homeless

Housing units that would otherwise be considered regular housing units, but are temporarily used to house the homeless, should be considered a GQ type 701. For example, a church uses a small duplex to house refugee families until they can find permanent housing.

Chapter 4: Locate Address (LA) Assignments



- 4.1 Overview: The Locate Address (LA) Method
- 4.2 Locate Address (LA) Procedures
- 4.3 Handling Hard-To-Find Addresses

4.1

Overview: The Locate Address (LA) Method









Topics In This Section

<i>What is the Locate Address (LA) Method?</i>	1
<i>Materials Needed for Locate Address Assignments</i>	3

What is the Locate Address (LA) Method?

The *Locate Address (LA) Method* is used when we have obtained addresses from other operations and the addresses need to be field verified.

The Locate Address (LA) assignment is a field operation that requires you to:

-  Locate and identify individual addresses.
-  Ensure that housing units are map spotted in the correct location and have accurate information.
-  Map Spot the address if it is not map spotted or move the map spot if it is not in the correct location.
-  Determine if the address is a valid living quarters. We define living quarters as any place where people live or stay or could live or stay. A valid living quarters can be a housing unit or a group quarters.
-  Determine if the address is a separate living quarters.
-  Determine if the address information in the Address Wizard is correct. If not, make all necessary corrections.
-  Delete the address if it no longer exists, is a duplicate, or has merged with another unit.
-  Make all necessary feature additions, deletions, or corrections.

Housing Unit (HU) - A *housing unit* is any house, apartment, room, group of rooms, mobile home or trailer, or other location, that is occupied as a separate living quarters, or if vacant, intended for occupancy as a separate living quarters. A HU can exist within, over, or under a non-residential/commercial structure. For example, an apartment over a variety store. HUs must:



Be separate, meaning the occupants live separately from other occupants in the living quarters, and



Have direct access, meaning that the entrance to the living quarters must be directly from the outside of the structure or through a common hall.

Group Quarters (GQ) - *group quarters* are a type of living quarters where the occupants usually share the living arrangements. Examples of Group Quarters are:

- a college or university dormitory,
- a prison ward,
- a convent or monastery,
- a halfway house,
- a nursing home, or
- a shelter.

GQs must be within or associated with special places, which are places containing one or more GQs. When listing or updating a GQ, you will need to determine the special place. Examples of special places are:

- universities, where a dorm may be a GQ,
- correctional institutions, where a prison ward may be a GQ, and
- churches (where an associated shelter may be a GQ).

Non-Residential Unit - A *non-residential unit* is a type of structure that is not meant to be used as living quarters and people do not live there. Examples of non-residential units are:

- a store,
- a church,
- a post office, or
- a police station.

For the Locate Address method, you are to locate the assigned address and make necessary changes to that assigned address only and its associated map spot; do not update any other addresses, except when linking addresses as duplicates or merged units.

Materials Needed for Locate Address Assignments

To help you locate your assigned addresses, you will use the following maps in the ALMI. Many Locate Address assignments will not be geocoded, so you may need to do some research to determine which map to open.

Overview Map - The overview map (Figure 4.1-1) can be a county overview map or an overview map for a selected geographic area—a specific American Indian/Alaskan Native Area/Hawaiian Homeland (AIANAHH), Minor Civil Division (MCD), Place, Tract, or ZIP Code.

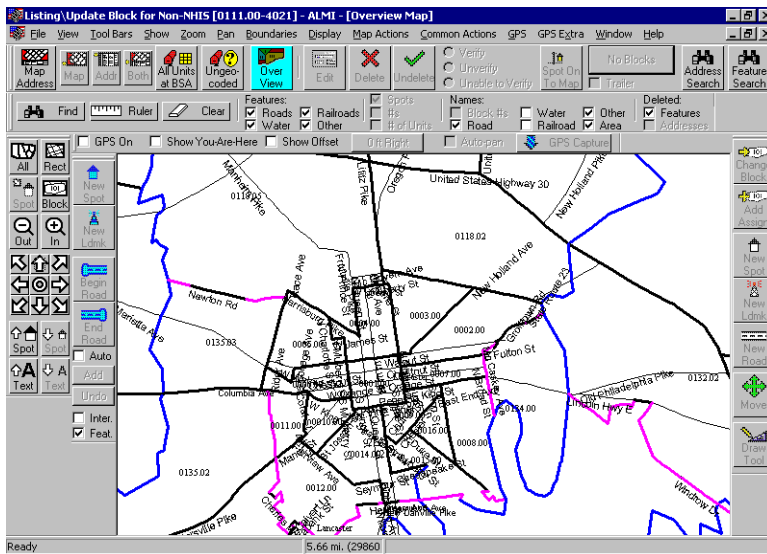


Figure 4.1-1 ALMI County Overview Map

County level overview maps only show main roads and names in the county. Tract level overview maps show block boundaries, not streets within the block. Overview maps are designed to help easily locate the block and plan a route of travel.

Overview maps contain only map features and feature names and are *not* editable.

ZIP Code Map - The ZIP Code map (Figure 4.1-2) displays the ZIP Code where the address is generally located. In situations where the county overview maps are not helpful in locating an address, you should view the block map or ZIP Code map to help locate the assigned address.

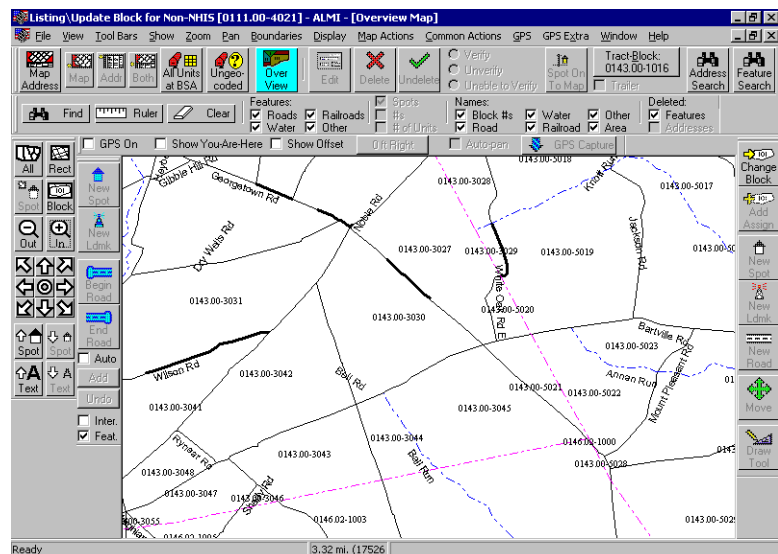


Figure 4.1-2 ALMI ZIP Map

ALMI functionality is described in detail in the *ALMI User's Guide*.

MCD Map - The MCD map (Figure 4.1-3) displays the MCD in which the address is located.

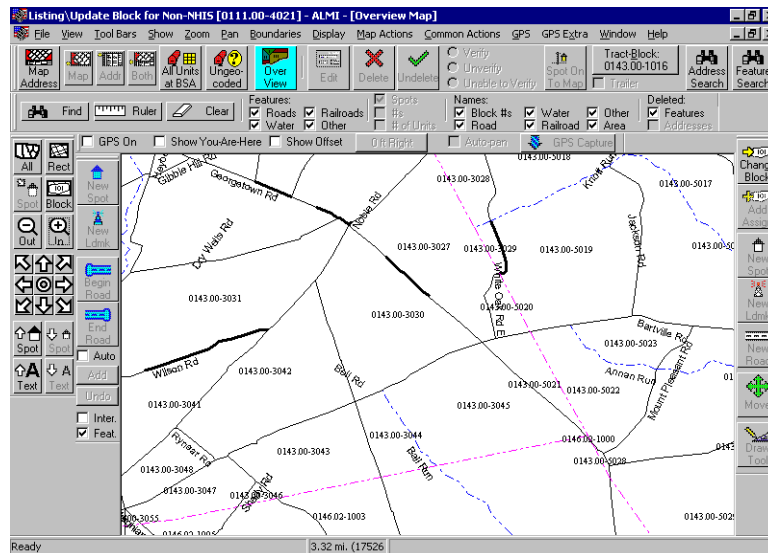


Figure 4.1-3 ALMI MCD Map

Place Map - The Place map (Figure 4.1-4) displays the place in which the address is located.

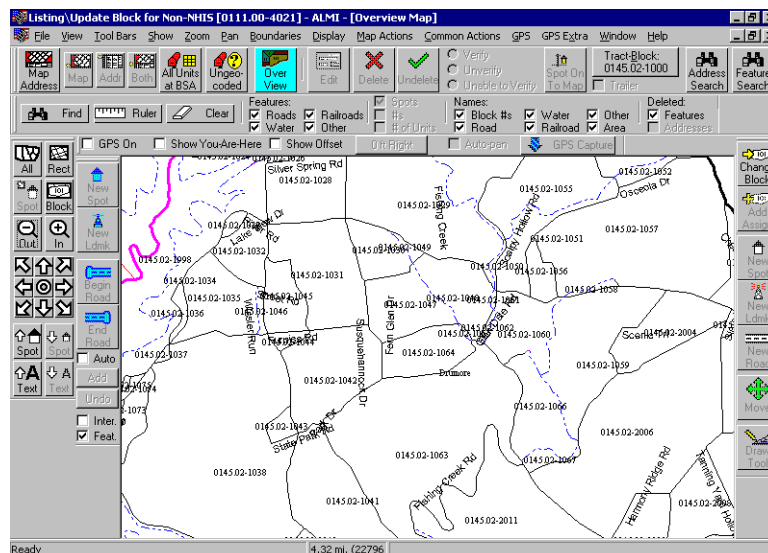


Figure 4.1-4 ALMI Place Map

Block Map - The block map (Figure 4.1-5) displays the selected block and the location of all known streets and map spotted living quarters within the block. Use this map for updating.

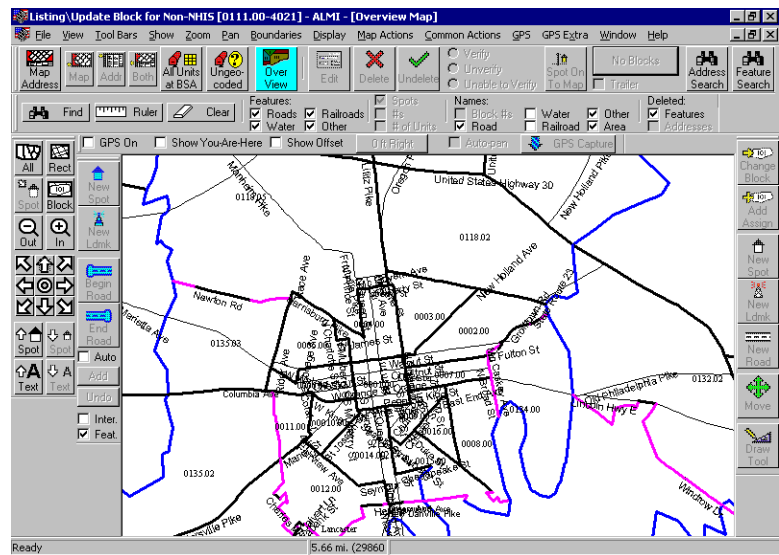


Figure 4.1-5 ALMI Block Map

You can zoom in on any of the above maps to enlarge the road and block features, block numbers, and map spots for legibility. You can also zoom out to increase the area displayed on the screen. Many of the map features can be turned on and off to reduce the clutter on the map.

4.2

Locate Address (LA) Procedures

Topics In This Section

<i>Identifying Types of Addresses</i>	1
<i>Geocoded and Ungeocoded Addresses</i>	5
<i>Locating Geocoded Addresses</i>	5
<i>Locating Ungeocoded Addresses</i>	25
<i>Completing Your Locate Address Assignment</i>	40
<i>New Growth Found</i>	40

Identifying Types of Addresses

There are several types of addresses you will receive as Locate Address assignments. Each type of address is described below.

Basic Street Address

The basic street address (BSA) contains a house number, a street name, a post office/city name, a state, and a ZIP Code.

For example:

44 Main Street
Anytown, VA 22015

This address may contain a specific unit designation if there are multiple living quarters.

For example:

55 Main Street
Apt. 2
Anytown, VA 22015

These address types should be relatively easy to locate because of the specific information provided.

Rural Route and Box Number Addresses

This type of mailing address is found in many rural areas. Roadside mail boxes are marked with a route number and a box number for mail delivery to individual housing units. The Boxes are generally numbered in sequence along a given route. This means that Box Number 13 should be between boxes 12 and 14. This is a general rule of thumb; it is not always the case.

For example, Robert Smith's house on Rural Route #2 with a Box Number of 13 would have the following address:

Robert Smith
RR2, Box 13
Anytown, VA 22015

The Rural Route and Box Number format also includes Highway Contract Route and Box Number. The block level geocode assigned to Rural Route and Box Number addresses are often the result of an educated guess; consider them potential geocodes. You should be prepared to search for these addresses in adjacent blocks if you are unable to locate them in the potential block.

This delivery address format represents the mail delivery point only; it may not tell you about the location of the house.

*Street Name/Physical
Location Description*

This is not an address, but rather a description of where a house is located in terms of the street name and other geographic identifiers. This format varies widely by area. For example:

- Mountain Rd. / Lot 45
- Penny Lane, Hillcrest Subdivision Parcel 15
- Brandy Road, Victorian house with picket fence gazebo in back

Such information is meaningful to the local governmental unit as they generally include some geographic identifier that the local government uses, such as tax parcels, subdivision names, or lot numbers.

Remember that information included in the ALMI is Title 13 data. A block in the ALMI map may ONLY be shown to a non-Census Bureau employee if the Address List View and Review Bar are not visible and the map spots are turned off. You must not reveal census information, including all addresses and map spots in the ALMI to anyone who is not a sworn Census Bureau employee. Unauthorized disclosure of confidential information by a sworn Census Bureau employee is punishable by a fine of up to \$250,000, imprisonment of up to five years, or both.

*Post Office Box (PO Box)
Addresses*

This type of mailing address is used by people who pick up their mail at a post office instead of having it delivered to their house. Some areas of the country do not have mail delivery service, so a PO Box is used to receive mail. The PO Box address format consists of the person's name, the post office box number, and the name and ZIP Code for the post office.

A PO Box address represents the delivery point for the mail; it tells you *nothing* about where a house is actually located.

For example:

Robert Smith
PO Box 567
Boles Acres, NM 88311

This type of address will only be part of your assignment if there is also sufficient additional information to assist you in locating the housing unit, such as a physical description.

*General Delivery
Addresses*

This type of mailing address directs mail to a post office where it is held for pick-up by a person. No PO Box is involved.

For example:

John Doe
General Delivery
Alamogordo, NM 88310

The general delivery address represents the delivery point for the mail; it tells you *nothing* about where a house is actually located.

This type of address will only be part of your assignment if there is sufficient additional information to assist you in locating the housing unit.

Geocoded and Ungeocoded Addresses

Some of the addresses that you receive in your assignments will have geocodes. A *geocode* identifies the tract and block. You should be prepared to search for these addresses in adjacent blocks if you are unable to find them in the indicated block. If you cannot locate the address after searching in adjacent blocks, you may need to work with the Regional Office (RO) or a local source, such as local government, fire department, and so forth to expand your search.

You will also receive some ungecoded addresses as assignments. *Ungecoded* addresses do not have census tract and block numbers. If the address is ungecoded, it may be a little more difficult for you to find. Ungecoded addresses are often the result of housing units being located along new streets. Therefore, it is important for you to add any missing street features as accurately as possible, or to provide names for any unnamed streets as part of your Locate Address assignment.

If the assignment is ungecoded, the ALMI will open to the ZIP Code, tract, local city or town, place, or MCD map where the ungecoded units may be located. If no geographic area is associated with the address, other than state and county, then the ALMI will open the entire county map with the lowest numbered tract/block as the active block. If the map that is automatically opened does not contain the area where the address is located, close the map and open a map with the desired geography.

Locating Geocoded Addresses

To complete a Locate Address assignment for a geocoded address, follow the procedures outlined in the following steps.

Step 1: Locate the Address in the Field

To find the address, travel to the census tract and block identified in the ALMI and Case Management and look for the specific address.

If you have trouble locating the housing unit in the block to which it is geocoded, then look in the adjacent block. If you still cannot find it, then use the Address Search or Feature Search functions to search for similar addresses and features.

If the search points you to a map area that is not open, do the following:

- 1** Select File from the main menu bar, then select Close Map to close the opened map.
- 2** Select File from the main menu bar, then select Open Map to open a new map.
- 3** Select the desired geographic area you wish to see on the map.

Address Search - If the Address Search produces results, highlight an address that is similar to the Locate Address assignment. Click on the appropriate button (Map Spot or Address List) in the GO TO box. This will allow you to see the map/address list with the selected address.

For example, you chose to search on Dalmatian Drive. You are looking for 125 Dalmatian Drive. This address was not found in the list of results, but you do see 123 Dalmatian Drive. Click on the address for 123 Dalmatian Drive and then click the Go To Map/Address List button to take you to that location, which may be near the address you are attempting to find.

Feature Search - If you use the Feature Search function in the ALMI, your search produces results of features in the county containing the name you entered. Highlight the one you think may be similar to the unit you are trying to locate. Click the Map Feature button in the GO TO box and the feature will be highlighted on the map. This will zoom the map image to the area where the selected feature is located.

For example, you are searching for a street named Raleigh Drive. You enter "Raleigh%" in the search box. You do not see a street named Raleigh Drive in the list of search results, however you do see Raleigh Road in the list of search results. Click on this street and then click the GO TO Map Feature button to zoom to the selected feature. This may help you locate the street you are looking for.

Both the Feature Search and Address Search look for the specified feature or address information in the entire county. (This functionality is described in detail in the ALMI User's Guide.) If the feature or address you choose is not in your opened map, close the opened map and open a map containing the feature/address you need following the steps on page 6, *If the search points you to a map area that is not open.*

Step 2: Check for Duplicate Listings

Check the addresses listed in the ALMI to make sure the assigned address is not shown using a different or same address format. Some addresses were added to the Master Address File (MAF) during Census 2000 field operations using a street name and location description instead of a house number and street name because a house number may not have existed when the field staff was there. Therefore, new house number/street name type addresses may duplicate descriptions that already exist in the block. Some examples of checking for duplicates follow.

Step 2, continued

Example 1: Check the ALMI to see if any of the addresses in the block are the same as the assigned address.

The assigned address is 10 Eagle Court. You check the ALMI to see what other addresses are present on Eagle Court. The ALMI shows only two other addresses: 4 Eagle Court and 6 Eagle Court. You see that none of the addresses in the block are the same as your assigned address and none of the descriptions match either. *Proceed to Step 4: Review Map Spot Location.*

Example 2: Check the ALMI to see if the assigned address matches the description of an address already present.

The address is 24 Firefighter Street. Check the ALMI to see what other addresses are present on Firefighter Street. The ALMI shows three addresses, 20 Firefighter Street, 22 Firefighter Street, and the third housing unit has no address, but it does have a physical location description, "Firefighter Street, new two story house, white siding, garage on right side." As you look at the house at 24 Firefighter Street, you realize that it is a two story white house with a garage on the right side. You also determine that there are only three houses on Firefighter Street. You conclude that 24 Firefighter Street is the same housing unit as the one listed with the above description. *Proceed to Step 3: Handling Duplicate Units.*

*Step 2, continued***Example 3: Check the ALMI to see if the assigned address matches the description of an address already present.**

The assigned address is Rural Route 4, Box 12. Check the ALMI to see what other addresses are present on Rural Route 4. The ALMI shows four other addresses on Rural Route 4: Boxes 8, 10, 16, and 18. None of the addresses is the same as the assigned address and you realize there is a house between Box 10 and Box 16. After determining that the assigned address is not present in another format. *Proceed to Step 4: Review Map Spot Location.*

Example 4: Check the ALMI to see if the assigned address matches descriptions of addresses already present.

The assigned address is 47 Raleigh Road. Check the ALMI to see what other addresses are present along Raleigh Road. The ALMI shows three other addresses on Raleigh Road: 49 Raleigh Road, "white brick hse w/4 car garage on right", and "large white hse w/large gar on right." You also realize that there are only 2 houses along Raleigh Road: 47 Raleigh Road and 49 Raleigh Road. You conclude that the two address records with descriptions duplicate the assigned address of 47 Raleigh Road. *Proceed to Step 3: Handling Duplicate Units.*

If...	Then...
You find a duplicate	Go to Step 3.
You do not find a duplicate	Go to Step 4.

Remember to check the address lists and the ungeocoded list to determine if the assigned address is represented elsewhere using the same or different address format.

**Step 3: Handling
Duplicate Units**

The procedures identified below allow you to link records that describe the same unit.

If...	Then...
Both units are map spotted	<ol style="list-style-type: none"> 1. Keep the unit with the most accurate and complete address information and move the map spot you are keeping to the correct location if necessary. 2. Delete the address or map spot that is least complete and select 'Duplicate' as the unit status for the deleted unit. <div data-bbox="1008 921 1373 1131" style="background-color: yellow; border: 1px solid black; padding: 5px;"> <p>If the unit you want to delete is not in the same block or adjacent block as its duplicate, you must first spot it or move it to the same block.</p> </div> <ol style="list-style-type: none"> 3. Click the Find button and search for the address of the unit you are keeping. 4. Click 'OK' on the Delete Address pop up window. 5. Refer to Step 7: Update Address Wizard Information for instructions on modifying information in the Address Wizard for the unit you are keeping.

Step 3, continued

If...	Then...
One address is map spotted and the other unit is not map spotted	<ol style="list-style-type: none"> 1. Move the map spot to the correct location if necessary. 2. Select the unit that is not map spotted and delete it. Select 'Duplicate' as the unit status for the deleted unit. <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>If the unit you want to delete is not in the same block or adjacent block as its duplicate, you must first spot it or move it to the same block.</p> </div> <ol style="list-style-type: none"> 3. Click the Find button and search for the address of the map spotted unit. 4. Click 'OK' on the Delete Address pop up window. 5. Refer to Step 7: Update Address Wizard Information for instructions on modifying information in the Address Wizard for the unit you are keeping.

Step 3, continued



If...	Then...
Neither address is map spotted	<ol style="list-style-type: none"> 1. Select the address that is least complete and click on the Delete button. <div style="background-color: yellow; border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>If both units are not in the same block or adjacent blocks, you must first move the unit you want to delete to the block of the unit you want to keep.</p> </div> <ol style="list-style-type: none"> 2. Select 'Duplicate' as the unit status for the deleted unit. 3. Click the Find button and search for the address of the unit you are keeping. 4. Click 'OK' on the delete address pop up. 5. Spot the address that you are keeping onto the map in the proper location. 6. Refer to Step 7: Update Address Wizard Information for instructions on modifying the information in the Address Wizard for the unit you are keeping.

Step 3, continued


If...	Then...
Multiple addresses duplicate the assigned address	<ol style="list-style-type: none"> 1. Determine which unit you are keeping. (It should be the one with the most accurate and complete address information.) 2. Select one of the duplicate addresses and click the Delete button. <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin: 5px 0;"> <p>If both units are not in the same block or in an adjacent block, you first move the unit you want to delete to the block of the unit you want to keep.</p> </div> <ol style="list-style-type: none"> 3. Click the Find button and search for the address of the unit you are keeping. 4. Repeat the same action for any additional units you want to delete as duplicates. See Appendix C for a detailed example of linking multiple addresses as duplicates. <div style="border: 1px solid black; background-color: yellow; padding: 5px; margin: 5px 0;"> <p>You must “keep” the same unit as the survivor for all of the units you delete.</p> </div> <ol style="list-style-type: none"> 5. Go to Step 5: Determine If the Information in the Review Bar is Correct.

When dealing with duplicate and merged units, you may need to copy information from the deleted unit to the surviving unit to reflect correct, complete address information. (1) You should keep the unit with an existing map spot, if applicable. (2) If both units do or do not have map spots, keep the unit with the most complete information. (3) If one of the units is ungeocoded, keep the geocoded unit.

Step 4: Review Map Spot Location

If...	Then...
You locate the address in the same block as it appears in the ALMI and it is already map spotted	Determine if it is in the correct location. If the unit is not in the correct location, move the map spot to the correct location and proceed to Step 5 to review address information.
You locate the address in the same block as it appears in the ALMI and it is not already map spotted	Using the  button, spot the unit in the correct location and proceed to Step 5 to review address information.
You locate the address in a different block than it appears in the ALMI and it is already map spotted	<ol style="list-style-type: none"> 1. Select the map spot in the map view. 2. Click the  button. 3. Click on the map where the unit belongs. 4. Proceed to Step 5 to review address information.

Step 4, continued

If...	Then...
You locate the address in a different block than it appears in the ALMI and it is not already map spotted	<ol style="list-style-type: none"> 1. Select the address record. 2. Zoom in on the map where you want to spot the unit. 3. Using the  button, spot the unit in the correct location. 4. Proceed to Step 5 to review address information.
You cannot locate the unit and can confirm that it no longer exists	Delete the unit and select 'Non-Existent' as the unit status.
You cannot locate the unit and cannot confirm that it no longer exists	Delete the unit and select 'Unable to Locate' as the unit status.
You cannot locate the unit on the ground and can confirm that it has been demolished	Delete the unit and select 'Demolished' as the unit status.
You locate the address in the ALMI, but the map spot is located in a different block than the address record	Refer to Appendix C for information on special situations.

Step 5: Determine if the Information in the Review Bar is Correct for the Unit

The Review Bar (seen in Figure 4.2-1) contains address information about the highlighted address. When a map spot or address is selected, the review bar will display:

- The Householder Name and Phone Number,
- Location Address,
- Physical Description,
- Building Name/Mobile Home Park Name
- Mailing Address,
- Unit Type and Status, and
- Year Built/Trailer Information.

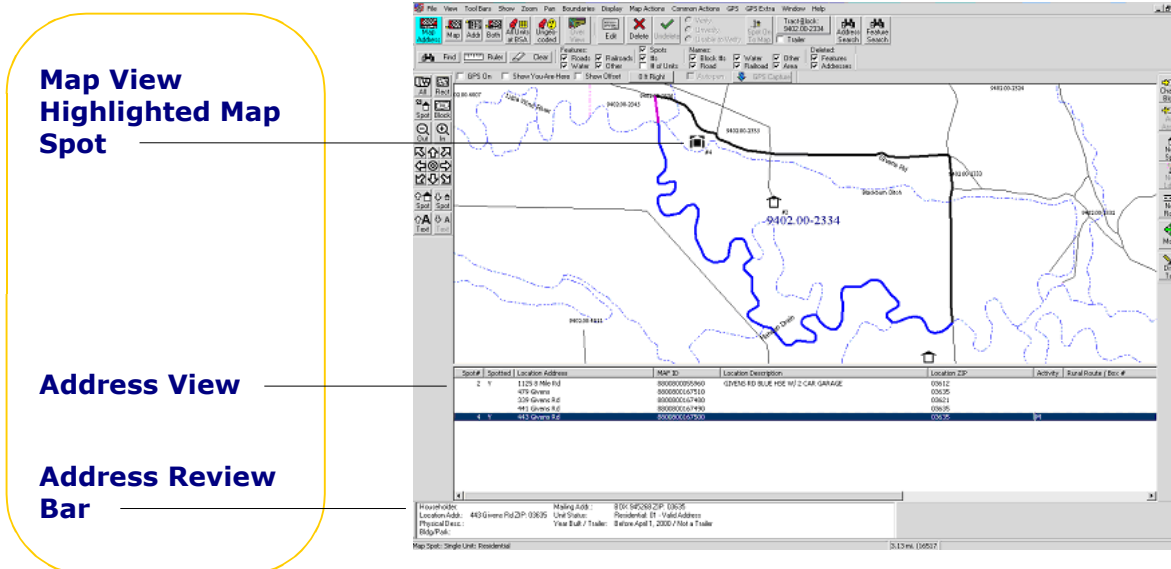


Figure 4.2-1 Address Review Bar

If...	Then...
The information in the Review Bar is correct	Go to Step 6.
The information in the Review Bar is not correct	Go to Step 7.

Step 6: Determine if the Unit Has an Activity Code

If...	Then...
The unit has an activity code	You are finished with this assignment.
The unit does not have an activity code	Click the 'Verify' radio button.

The ALMI will not allow you to verify a unit unless all of the required address information is entered. If you receive an error message when you try to verify a unit, open the Address Wizard to enter the necessary information.

Step 7: Update the Address Wizard Information

For existing units, you must highlight the map spot or address record and click the 'Edit' button to open the Address Wizard. The Address Wizard opens to the Location Address tab for existing units. Select each tab in the Address Wizard and enter all address information.

Location Address Tab

Make sure all information on this tab is accurate and complete.

One of the following must be entered in the location address tab or an error message will display and your changes to the unit will not be saved.

- A house number, street name, and ZIP code,
- A street name and physical description, or
- A street name, building/mobile home park name, and unit designation

If you do not know the street name, you must type '(Unnamed)' in the street name field. Leave the street type suffix blank. See Figure 2.4-3 for a closer look of how to enter the street name.

The screenshot shows the 'Address Wizard - Location Address Tab' window. A 'Street Information' dialog box is open, allowing the user to edit street fields. The dialog includes dropdown menus for 'Direction Prefix' and 'Street Type Prefix', a text field for 'Street Name' (currently '(Unnamed)'), and dropdown menus for 'Street Type Suffix', 'Street Direction Suffix', and 'Street Extension'. Below these, there is a section 'And/Or:' with a 'Choose Street From List' button and a list box containing '(Unnamed)', 'Rock Run', and 'South Branch Tionesta Creek'. At the bottom of the dialog are 'OK' and 'Cancel' buttons. The background window has a sidebar with fields like 'Householder:', 'Location Addr.:', 'Physical Desc.:', 'Bldg./Park:', 'Mailing Addr.:', 'Unit Status:', 'Year Built / Trailer:', and 'Errors:'. It also has a 'Location Address' section with a 'Same as the' checkbox and fields for 'House #:', 'Building Name/Number:', 'Physical Description:', and 'Rural Route/Box:'. At the bottom of the background window are 'OK', 'Cancel', 'Help', and 'Introduction' buttons, along with a 'Callback' checkbox.

Figure 4.2-2 Street Information Screen

Mailing Address Tab

Attempt to obtain the mailing address of housing units (you do not need to obtain the mailing address of GQs and non-residential units) by observation and by using your knowledge of the delivery scheme in the area. For example, if you know that most of the occupants in the area receive mail at their residence and you observe a mailbox in front of a unit, you may assume that the unit's mailing address is the same as its location address. If you can determine that the mailing address is the same as the location address, select the 'Same as Location Address' box. If you are unable to obtain a mailing address by observation, or you are unsure of the delivery scheme:

- Contact the occupants to obtain the mailing address and householder information.

- If no one is home, try to get the information from a neighbor or other knowledgeable person.

If you could not contact anyone to verify the mailing address and you are not sure the mailing address information is correct, make one callback to obtain this information if you plan to return the area. If after one callback you are unable to obtain the information, leave the mailing address field blank.

Householder Tab

Obtain the householder's name and telephone number.

Unit Status Tab

Determine the unit type and status of the unit.

If...	Then...
The address is non-residential and no one lives there	<ol style="list-style-type: none"> 1. Select the 'Non-residential' radio button. A pop-up window with the list of valid non-residential unit types will display. 2. Choose the type of non-residential structure. 3. Select the appropriate unit status code.
The unit is a housing unit	<ol style="list-style-type: none"> 1. Select the 'Residential' radio button. 2. Select the appropriate unit status code.

If...	Then...
The address is both residential and non-residential, that is, the address has a business located there and it also contains living quarters	<ol style="list-style-type: none"> 1. Select the unit type of 'Residential' on the Unit Status tab in the Address Wizard. 2. Make sure to note in the Physical Description field on the Location Address tab that the address has a mixed use so that others can locate the living quarters. For example, "apartment over Jim's Variety Store."
The unit is a GQ (See Chapter 3 for more information on GQs)	<ol style="list-style-type: none"> 1. Select the 'Group Quarters' radio button. 2. Click the Group Quarters Information button and a pop-up window will display. 3. Select the category and type that best describes the GQ and enter the name of the GQ. 4. Select the appropriate unit status code.

If...	Then...
	<p>5. Enter the special place name in the Building Name/Mobile Home Park Name field on the Location Address tab.</p> <p>Do not enter the group quarters. Make your best estimate by observation of what type code best describes the GQ.</p>
The unit is residential, but it cannot be used for living quarters	<p>1. Select the unit type of 'Residential'.</p> <p>2. Change the unit status code to one of the following:</p> <p>3-open to elements 6-under construction 9-burned out 10-boarded up 31-other, uninhabitable</p>

Unit Status Codes:		Remarks
01	Valid Address	Use for any valid unit that does not fall under any other unit status. This status may be used for non-residential units which aren't living quarters.
02	Demolished	Use to designate a location where a valid address once existed, but the unit has been destroyed.
03	Open to the Elements	Use when the structure is in a state of deterioration. See Appendix C for more information.
04	Non-existent	Use when you are unable to locate a structure and you are able to confirm with a knowledgeable person that the unit never existed.
05	Provisional (not available for selection)	Not available for selection. If a unit is assigned this code, it must be changed to another code.
06	Under Construction	Use from the beginning of construction to installation of roof, finished sides, and windows. See Appendix C for more information.

Unit Status Codes:		Remarks
07	Duplicate	Use to designate an address that duplicates another address. Requires the selection of the MAFID of the record that is being kept.
08	Vacant Trailer Pad	Use when a permanent site for a trailer has been identified. The site doesn't have to be a cement slab; a permanent grass/dirt site is acceptable. The site must have utility hookups.
09	Burned Out	Use when a unit is uninhabitable because of fire damage.
10	Boarded Up	Use when doors or windows are covered by wood, metal, or other materials to prevent entry. Do not use when buildings are temporarily boarded up to protect the interior against high winds and storms.
11	Unable to Locate	Use when you are unable to find a unit and cannot confirm with a knowledgeable source that the unit is non-existent.
12	Seasonal	Use when habitable units are intended for occupancy only during certain times of the year.
13	Vacant	Use when you know no one currently lives there, but could in the future.

Unit Status Codes:		Remarks
14	Condemned	Use when a unit has been posted with signs warning that the unit is considered uninhabitable by a governmental authority.
29	Merged	Use when a unit has merged with another existing unit. Requires the selection of the MAFID of the record that is being kept.
31	Other, Uninhabitable	Use when no other unit status code sufficiently describes an uninhabitable unit.

Year Built/Trailer Tab

You must complete the Year Built information located on the Year Built/Trailer tab if the field is not grayed out. Determine Year Built status by observation. Select one of the following three choices:

- Before April 1, 2000 (B),
- After April 1, 2000 (A), or
- Not Needed (N).





Whether or not the Year Built information is needed, always select the "Trailer or Mobile Home" box if the unit is a trailer. "Not Needed" will then automatically be selected for Year Built. See Appendix C for a detailed instructions and definitions.

When you are finished entering/updating information in the Address Wizard, Click 'OK' and then click 'OK' again to save all changes.

Locating Ungeocoded Addresses

Some assignments may contain ungeocoded addresses, that is, they have no census tract or block code linked to the address. These addresses appear with a blank census tract number and blank block number in Case Management and are on the ungeocoded address list in the ALMI.

In most situations, these addresses are ungeocoded because:

-  They are on new streets not yet contained in the TIGER database,
-  They are on extensions of existing streets,
-  The street name is spelled incorrectly in the TIGER database, or
-  They don't have a house number, street name style address.

These addresses may require a bit more effort to locate. To complete a Locate Address assignment for an ungeocoded address, follow the procedures outlined in the following topics.

Step 1: Find the Address in the ALMI

The ALMI will open to the smallest known geography for the Locate Address assignment. If no geographic area other than state and county is associated with the address, then the ALMI will open the entire county level map. In either case the ALMI will choose an active block but it is unlikely that the ungeocoded address will be found in this block. You will need to find the correct block in the opened map or open the correct map once you establish the location of the ungeocoded address.

The assigned address will be highlighted on the ungeocoded address list. If the highlighting disappears, you can sort on the Location Address and Rural Route/Box # columns, or the column that indicates the type of address that you are assigned, by clicking on the column heading on the Ungeocoded Address View to look for the address.

Refer to the ALMI User's Guide for instruction on ALMI functionality.

To find where an ungeocoded address could be, use either the Address Search or the Feature Search.

Address Search - If the Address Search produces results, highlight a geocoded address that is similar to the Locate Address assignment. Click on the appropriate button (Map Spot or Address List) in the GO TO box. This will allow you to see the selected map spot or the address list for the block to which the address you highlighted is geocoded.

For example: You chose to search on Dalmatian Drive. You are looking for 125 Dalmatian Drive. This address was not found in the list of results, but you do see 123 Dalmatian Drive. Click on the address for 123 Dalmatian Drive and then click the Go To Map/Address List button to take you to that location, which just may be near the address you are attempting to find.

Feature Search - If you use the Feature Search function in the ALMI, your search produces results of features in the county containing the name you entered. Highlight the one you think may be similar to the unit you are trying to locate. Click the Map Feature button in the GO TO box and the feature will be highlighted on the map. This will zoom the map image to the area where the selected feature is located.

For example: You are searching for a street named Raleigh Drive. You enter "Raleigh%" in the search box. You do not see a street named Raleigh Drive in the list of search results; however, you do see Raleigh Road in the list of search results. Click on this street and then click the GO TO Map Feature button to zoom

to the selected feature. This may help you locate the street you are looking for.

Both the Feature Search and the Address Search look for the specified feature or address information in the entire county. If the feature or address you choose is not in your opened map, close the opened map and open a map containing the feature/address you need. Close an opened map by selecting File from the main menu bar, then select Close Map. Open a new map by selecting File from the main menu bar, then select Open Map. Select the desired geographic area you wish to see on the map.

Go to the census tract and block(s) where the street or rural route is located and look for the specific address. The address could be a single unit or a multi-unit structure. For example, a building that contains 4 separate apartments.

Step 2: Check for Duplicate Listings

Once you locate the address on the ground, check the addresses listed in the ALMI to make sure the assigned unit is not shown using a different address format. Some addresses were added to the Master Address File (MAF) during Census 2000 field operations using a street name and location description instead of a house number and street name because a house number may not have existed when the field staff was there. Therefore, new city-style addresses may duplicate physical descriptions that already exist in the block.

Some examples of checking for duplicates follow.

Example 1: Check the ALMI to see if any of the addresses in the block are the same as the assigned address.

The assigned address is 10 Eagle Court. You check the ALMI to see what other addresses are present on Eagle Court. The ALMI shows only two other addresses: 4 Eagle Court and 6 Eagle Court. You see that none of the addresses in the block are the same as your assigned address and none of the descriptions match either. Proceed to Step 3 for instruction on reviewing the map spot location.

Example 2: Check the ALMI to see if the assigned address matches the description of an address already present.

The address is 24 Firefighter Street. Check the ALMI to see what other addresses are present on Firefighter Street. The ALMI shows three addresses, 20 Firefighter Street, 22 Firefighter Street, and the third housing unit has no address, but it does have a physical location description, "Firefighter Street, new two story house, white siding, garage on right side." As you look at the house at 24 Firefighter Street, you realize that it is a two story white house with a garage on the right side. You also determine that there are only three houses on Firefighter Street. You conclude that 24 Firefighter Street is the same housing unit as the one listed with the above description. Proceed to Step 4 for instruction on handling duplicates.

Example 3: Check the ALMI to see if the assigned address matches the description of an address already present.

The assigned address is Rural Route 4, Box 12. Check the ALMI to see what other addresses are present on Rural Route 4. The ALMI shows four other addresses on Rural Route 4: Boxes 8, 10, 16, and 18. None of the addresses is the same as the assigned address and you realize there is a house between Box 10 and Box 16. After determining that the assigned address is not present in another format, proceed to Step 3.

Example 4: Check the ALMI to see if the assigned address matches descriptions of addresses already present.

The assigned address is “47 Raleigh Road.” Check the ALMI to see what other addresses are present along Raleigh Road. The ALMI shows three other addresses on Raleigh Road: “49 Raleigh Road,” “white brick hse w/4 car garage on right,” and “large white hse w/large gar on right.” You also realize that there are only 2 houses along Raleigh Road: “47 Raleigh Road” and “49 Raleigh Road.” You conclude that the two address records with descriptions duplicate the assigned address of “47 Raleigh Road.” Proceed to Step 4 for instruction on handling duplicates.

Most ungeocoded Locate Address assignments **MUST** be map spotted onto the map, regardless of whether or not the address exists in another format. The only time you are not required to spot an ungeocoded address onto the map is when you are unable to locate the unit or you can confirm it is non-existent or it has been demolished. Only then may you delete the address by clicking on the Delete button and selecting one of the three unit status codes mentioned above. Proceed to Step 3 to map spot the unit.


Step 3: Map Spotting an Ungeocoded Unit

Zoom into the area on the Map View where the address should be map spotted.

Go to the Ungeocoded Address List and select the assigned address. It should be highlighted for you.

Hint: Sort on the Location Address and Rural Route/Box #, or the column that indicates the type of address that is associated with your Locate Address assignment, by clicking the column heading on the Ungeocoded Address View to look for the address. If you are still unsure what address you were assigned, then return to Case Management to determine the address and MAFID.

To map spot the unit, do the following:

- 1 Click the  button.
- 2 Click 'OK' on the Spot Address Confirmation screen.
- 3 Place the cursor where the housing unit is located and click once. The Address Wizard appears.

If...	Then...
You did not find a duplicate	Go to Step 6
You find a duplicate	Go to Step 4


*Step 4: Handling
Duplicate Units Involving
Ungeocoded Addresses*

The procedure identified below allows you to link records that describe the same unit.

If...	Then...
The assigned unit is shown in the ALMI in another format	<ol style="list-style-type: none"> 1. Delete the unit you just map spotted from the Ungeocoded list. 2. Select 'Duplicate' as the unit status for the deleted unit. 3. Click the Find button and select the address of the map spotted unit you want to keep. 4. Click 'OK' to exit out of the Delete Address pop up window. 5. Proceed to Step 5.

If...	Then...
Multiple addresses duplicate the assigned address	<ol style="list-style-type: none">1. Determine which unit you are keeping. (It should be the one with the most accurate and complete address information.)2. Select one of the duplicate addresses and click the Delete button.3. Click the Find button and search for the address of the unit you are keeping.4. Repeat the same action for any additional units you want to delete. See Appendix C for a detailed example of linking multiple addresses as duplicates. <div>You must “keep” the same unit as the survivor for all of the units you delete.</div> <ol style="list-style-type: none">5. Refer to Step 7 for instructions on modifying the information in the Address Wizard for the unit you are keeping.

Step 5: Reviewing the Unit You are Keeping

If...	Then...
The unit you are keeping is map spotted	<ol style="list-style-type: none"> 1. Move the map spot to the correct location if necessary. 2. Go to Step 6.
The unit you are keeping is not map spotted	<ol style="list-style-type: none"> 1. Click the  Button to place the address in the proper location on the map. 2. Go to Step 6.

Step 6: Determine if the Information in the Review Bar is Correct for the Unit

The Review Bar contains address information about the highlighted address. When a map spot or address is selected, the Review Bar will display:

- The Householder Name and Phone Number,
- Location Address,
- Physical Description,
- Building Name/Mobile Home Park Name
- Mailing Address,
- Unit Type and Status, and
- Year Built/Trailer Information.

If...	Then...
The information in the Review Bar is correct	You are finished with this assignment.
The information in the Review Bar is not correct	Go to Step 7

Step 7: Update the Address Wizard Information

For existing units, you must highlight the map spot or address record and click the 'Edit' button to open the Address Wizard. The Address Wizard opens to the Location Address tab for existing units. Select each tab in the Address Wizard and enter all address information.

Location Address Tab

Make sure all information on this tab is accurate and complete.

One of the following must be entered in the location address tab or an error message will display and your changes to the unit will not be saved:

- A house number, street name, and ZIP code,
- A street name and physical description, or
- A street name, building/mobile home park name, and unit designation

Mailing Address Tab

Attempt to obtain the mailing address of housing units (you do not need to obtain the mailing address of GQs and non-residential units) by observation and by using your knowledge of the delivery scheme in the area. For example, if you know that most of the occupants in the area receive mail at their residence and you observe a mailbox in front of a unit, you may assume that the unit's mailing address is the same as its location address. If you can determine that the mailing address is the same as the location address, select the 'Same as Location Address' box. If you are unable to obtain a mailing address by observation, or you are unsure of the delivery scheme:

- Contact the occupants to obtain the mailing address and householder information.
- If no one is home, try to get the information from a neighbor or other knowledgeable person.

If you could not contact anyone to verify the mailing address and you are not sure the mailing address information is correct, make one callback to obtain this information if you plan to return the area. If after one callback you are unable to obtain the information, leave the mailing address field blank.

Householder Tab

Obtain the householder's name and telephone number.

Unit Status Tab

Determine the unit type and status of the unit.

If...	Then...
The address is non-residential and no one lives there	<ol style="list-style-type: none"> 1. Select the 'Non-residential' radio button. A pop-up window with the list of valid non-residential unit types will display. 2. Choose the type of non-residential structure. 3. Select the appropriate unit status code.
The unit is a housing unit	<ol style="list-style-type: none"> 1. Select the 'Residential' radio button. 2. Select the appropriate unit status code.
The address is both residential and non-residential, that is, the address has a business located there and it also contains living quarters	<ol style="list-style-type: none"> 1. Select the unit type of 'Residential' on the Unit Status tab in the Address Wizard. 2. Make sure to note in the Physical Description field on the Location Address tab that the address has a mixed use so that others can locate the living quarters. For example, "apartment over Jim's Variety Store." 3. Select the appropriate unit status code.

If...	Then...
The unit is a GQ (See Chapter 3 for more information on GQs)	<ol style="list-style-type: none">1. Select the 'Group Quarters' radio button.2. Click the Group Quarters Information button and a pop-up window will display.3. Select the category and type that best describes the GQ and enter the name of the GQ.4. Select the appropriate unit status code.5. Enter the special place name in the Building Name/Mobile Home Park Name field on the Location Address tab. <div>Do not enter the group quarters. Make your best estimate by observation of what type code best describes the GQ.</div>

<p>The unit is residential, but it cannot be used for living quarters</p>	<ol style="list-style-type: none"> 1. Select the unit type of 'Residential'. 2. Change the unit status code to one of the following: 3-open to elements 6-under construction 9-burned out 10-boarded up 31-other, uninhabitable
---	--

Unit Status Codes:		Remarks
01	Valid Address	Use for any valid unit that does not fall under any other unit status. This unit status may be used for non-residential units which aren't living quarters.
02	Demolished	Use to designate a location where a valid unit once existed, but the unit has been destroyed.
03	Open to the Elements	Use when the structure is in a state of deterioration. See Appendix C for more information.
04	Non-existent	You when you are unable to locate a structure and you are able to confirm with a knowledgeable person that the unit never existed.
05	Provisional (not available for selection)	Not available for selection. If a unit is assigned this code, it must be changed to another code.
06	Under Construction	Use from the beginning of construction to installation of roof, finished sides, and windows. See Appendix C for more information.
07	Duplicate	Use to designate an address that duplicates another address. Requires the selection of the MAFID of the record that is being kept.

Unit Status Codes:		Remarks
08	Vacant Trailer Pad	Use when a permanent site for a trailer has been identified. The site doesn't have to be a cement slab; a permanent grass/dirt site is acceptable. The site must have utility hookups.
09	Burned Out	Use when a unit is uninhabitable because of fire damage.
10	Boarded Up	Use when doors or windows are covered by wood, metal, or other materials to prevent entry. Do not use when buildings are temporarily boarded up to protect the interior against high winds and storms.
11	Unable to Locate	Use when you are unable to find a unit and cannot confirm with a knowledgeable source that the unit is non-existent.
12	Seasonal	Use when habitable units are intended for occupancy only during certain times of the year.
13	Vacant	Use when you know no one currently lives there, but could in the future.
14	Condemned	Use when a unit has been posted with signs warning that the unit is considered uninhabitable by a governmental authority

Unit Status Codes:		Remarks
29	Merged	Use when a unit has merged with another existing unit. Requires the selection of the MAFID of the record that is being kept.
31	Other, Uninhabitable	Use when no other unit status code sufficiently describes an uninhabitable unit.

Year Built/Trailer Tab

You must complete the Year Built information located on the Year Built/Trailer tab if the field is not grayed out. Determine Year Built status by observation. Select one of the following three choices:

- Before April 1, 2000 (B),
- After April 1, 2000 (A), or
- Not Needed (N).

Whether or not the Year Built information is needed, always select the 'Trailer or Mobile Home' box if the unit is a trailer. 'Not Needed' will then automatically be selected for Year Built. See Appendix C for a detailed instructions and definitions.

When you are finished entering/updating information in the Address Wizard, click 'OK' and then click 'OK' again to save all changes.

Completing Your Locate Address Assignment

Outcome codes are automatically set in Case Management when you act on the address in the ALMI.

If you are unable to act on an address or don't act on an address, you will enter the outcome code on the Case Management Select Outcome Dialogue screen when you complete your Locate Address assignments. A list of valid outcome codes for Locate Address assignments is provided in Appendix A.

Refer to Appendix A for detailed information on setting outcome codes in Case Management.

New Growth Found

While conducting your Locate Address assignments, you may discover areas of new growth.

Some signs of new growth are:


- New streets,
- Newly paved roads,
- Houses under construction,
- Houses that do not have a lawn yet;
- The presence of a model home,
- Houses that are distinctly different than others, and
- Warehouses or abandoned stores being converted into new housing units

Once you have identified the tract and block(s) where the new growth is occurring, use the address list in the ALMI to determine if there are new units on the ground that are not in the ALMI.

Perform a quick verification to make sure what you see on the ground is not already in the ALMI.

Once you have determined that there is new growth, you will create a new assignment. By doing this, you will be creating an Update Block assignment that may be assigned at a later date.

To create a new assignment, do the following:

- 1 Click the  button.
- 2 Click anywhere within the block you identified that needs to be updated. The Add Block Assignment screen (Figure 4.2-3) will display.

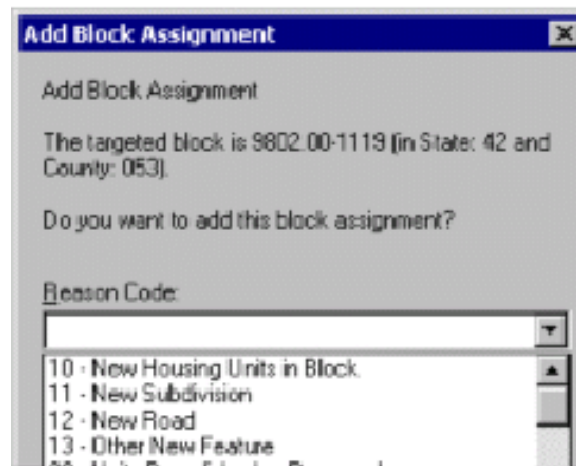


Figure 4.2-3 Add Block Assignment Reason Code Drop-Down List

- 3 Select the reason that describes the need for the update.

The list of valid reason codes to choose from is presented in the table below.

Update Block Reason Codes:	
Code	Description
10	New Housing Units in Block
11	New Subdivision
12	New Road
13	Other New Feature
20	Units Demolished or Removed
21	Natural Disaster in Block
30	Units in Wrong Block
31	Map Spots in Wrong Location
40	Street Renamed
41	E-911 Address Conversions
42	Change in City/Town Boundary
43	Block Boundary Changed (do not use)
44	Block Subdivided (do not use)
50	Other

4.3

Handling Hard-To-Find Addresses

Topics In This Section

<i>Locating Hard-To-Find Addresses</i>	1
<i>Unable to Locate the Address</i>	3

Locating Hard-to-Find Addresses


If you cannot find the address in the census tract and block shown in the ALMI, then you should begin to look in the blocks immediately adjacent to that block.

Locating the Street

Ask a knowledgeable person at a local fire station or police station questions that will help you locate the address, such as:

- 👁️ “Do you know where _____ street is?”
- 👁️ “What other streets intersect with it?”



Use the  button in ALMI to show the location of the street in relation to other adjacent blocks.

Unless the street is a very short one, it will be present in several blocks.

Locating the Unit

If you locate the street, but cannot find the address, ask questions such as:

- 👁️ “Are there any planned buildings that have not been built yet?”
- 👁️ “Was there ever a house in that empty lot? If yes, then ask “what was the address?”

Locating New Housing Units

If necessary, you can contact the office that provided the list of new housing units in order to obtain more information about the location of the unit. It is possible that the housing unit has not yet been built.

You may need to use the local tax maps to identify lots or parcels where these new housing units were built. You can match the location of these units to your streets and blocks in ALMI to determine the possible block location of the new unit.

Remember that information included in the ALMI is Title 13 data. A block in the ALMI map may ONLY be shown to a non-Census Bureau employee if the Address List View and Review Bar are not visible and the map spots are turned off. You must not reveal census information, including all addresses and map spots in the ALMI to anyone who is not a sworn Census Bureau employee. Unauthorized disclosure of confidential information by a sworn Census Bureau employee is punishable by a fine of up to \$250,000, imprisonment of up to five years, or both.

Contacting the Regional Office

Keep a list of the addresses you cannot find and you can discuss these problems with the Regional Office. If you do contact the Regional Office, you will want to wait until you have completed all the other addresses assigned in this area, and you have one final list of problem addresses.

Unable to Locate the Address

If you still cannot locate the address after you have tried the above options, enter the unit status code '11–Unable to locate'.

If you confirm with a knowledgeable person that the unit does not exist because it was demolished or never built, enter the appropriate Unit Status code.

If you find the address but you cannot confirm the address because the HU is in a gated community, cannot be reached because of impassable roads, or the property has “No Trespassing” signs, select 'Unable' to verify.



See Module 4.2 for a list of valid Unit Status codes for the LA method.

For the above situations, enter a note in the Notes section in Case Management explaining what you did to attempt to locate the address.

Chapter 5: Find Growth (FG) Assignments



- 5.1 Overview: Find Growth (FG) Assignments
- 5.2 Find Growth (FG) Procedures

5.1

Overview: Find Growth (FG) Assignments

Topics In This Section

What is a Find Growth (FG) Assignment?	1
Why Do We Have Find Growth Assignments?	2
Materials Needed for Find Growth Assignments	4

What is a Find Growth (FG) Assignment?

Case Management - Case List DISCLOSURE PROHIBITED - TITLE 13 U.S.C.

PSU	Type	Tract	Block	MCD/Place Name	House #	Street Name	Zip	GQ Name	Due Date	Status	Rte
42 053	FG										999
42 053	GQ	9801.00	1063	MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR			999
42 053	GQ	9801.00	1063	MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR			999
42 053	GQ	9801.00	1063	MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR			999
42 053	GQ	9801.00	1063	MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR			999
42 053	GQ	9801.00	1063	MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR			999
42 053	GQ	9801.00	1063	MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR			999
42 053	GQ	9801.00	1063	MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR			999
42 053	GQ	9801.00	1063	MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR			999
42 053	GQ	9801.00	1063	MCD NAME		BLUE JAY VLG	16239	JAYS HOUSE OF PANCAKES FOR			999

Assignment Additional Information Notes Contacts History

Control Number: 42053 0220030000000000002 Case ID: 00000181 Survey: CAUS Outcome: 800 P/N: ☐

Assignment Type: Find Growth Project: 4200 Action: 00 U/R: ☐

ADDRESS: House #: Street: Unit:

Rural Address: Bldg:

Location Description:

Post Office: County: FOREST State: PA

MAF ID: Place:

MCD: # Units Listed: Square Miles:

ALANH: # Units Exp: Density:

Callback Notes: Study: AAL_ABS2

Row 1 of 17

Figure 5.1-1 Case Management Screen with a Find Growth Assignment Selected

A *Find Growth (FG)* assignment is used in areas where growth or change is expected, but there is no source to identify it. You will identify areas of new growth, that is, areas containing new housing units or significant changes (like converting warehouses or abandoned stores into new housing units or addition of new roads) since the date of the last listing.

You will determine which census blocks you think contain new growth and add these blocks as future Update Block assignments.

Why Do We Have Find Growth Assignments?

The objective of the Find Growth assignment is to identify blocks that have new growth and to add these blocks as future Update Block assignments. Future Update Block assignments will help keep the Master Address File (MAF) and the Topologically Integrated Geographic Encoding and Referencing (TIGER) database updated.

Find Growth assignments can be at any geographic level such as a county, tract, local governmental unit (GU) or ZIP code. You will receive a Find Growth assignment if the Census Bureau was unable to obtain a list of new housing units or any other information on growth either for the county or some local governments within the county. You will determine if there is new growth in these areas, and you will identify blocks that contain new growth. Examples of new growth are new units added to a subdivision, new subdivisions, and conversion of structures from commercial to residential such as warehouses or abandoned stores being converted into new housing units.

Housing Unit (HU) - A *housing unit* is any house, apartment, room, group of rooms, mobile home or trailer, or other location, that is occupied as a separate living quarters, or if vacant, intended for occupancy as a separate living quarters. A HU can exist within, over, or under a non-residential/commercial structure. For example, an apartment over a variety store. HUs must:



Be separate, meaning the occupants live separately from other occupants in the living quarters, and



Have direct access, meaning that the entrance to the living quarters must be directly from the outside of the structure or through a common hall.

Group Quarters - *group quarters* are a type of living quarters where the occupants usually share their living arrangements. Examples of group quarters are:

- a college or university dormitory,
- a prison ward,
- a convent or monastery,
- a halfway house,
- a nursing home, or
- a shelter.

GQs are within or associated with *special places*, which are places containing one or more GQs. Examples of special places are:

- universities, where a dorm may be a GQ,
- correctional institutions, where a prison ward may be a GQ, and
- churches, where an associated shelter may be a GQ.

You will identify the specific block where the new growth is located so that an Update Block assignment can be created. When you identify an area with growth, you will use the Add Assign button to create a new assignment. This newly created assignment will be updated at a later date.

What Are the Steps to Finding New Growth?

You will receive Find Growth assignments in Case Management.

When you receive a Find Growth assignment, do the following:

- 1 Use local sources to determine if there is new growth located in the assigned geographic area.
- 2 Travel to the specific geographic area where you think the new growth is located.
- 3 Confirm that the new growth identified with local sources actually exists on the ground. Once you confirm new growth exists, you will record the blocks containing that growth in the ALMI.

Materials Needed for Find Growth Assignments

To help you locate your assignment, you will use the following maps in the ALMI:

Overview Map - The overview map (Figure 5.1-2) can be a county overview map or an overview map for a selected geographic area—a specific American Indian/Alaskan Native Area/Hawaiian Homeland (AIANAHH), Minor Civil Division (MCD), Place, Tract, or ZIP Code.

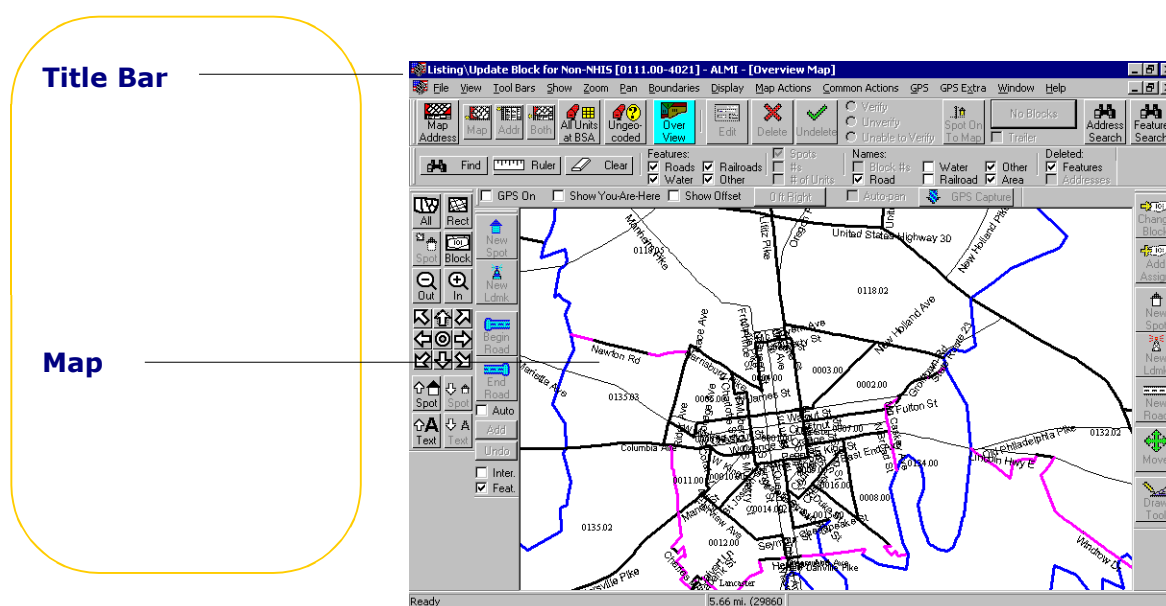


Figure 5.1-2 ALMI County Overview Map

County level maps only show main roads and names in the county. Tract level overview maps show block boundaries, not streets within the block. Overview maps are designed to help easily locate the block and plan a route of travel.

Overview maps contain only map features and feature names and are not editable.

Block Map - The block map displays the selected block and the location of all known streets and map spotted living quarters within the block. Use the ALMI to check for new streets by comparing the street features on the ground to street features in the ALMI. This will help you determine if a block contains new growth.

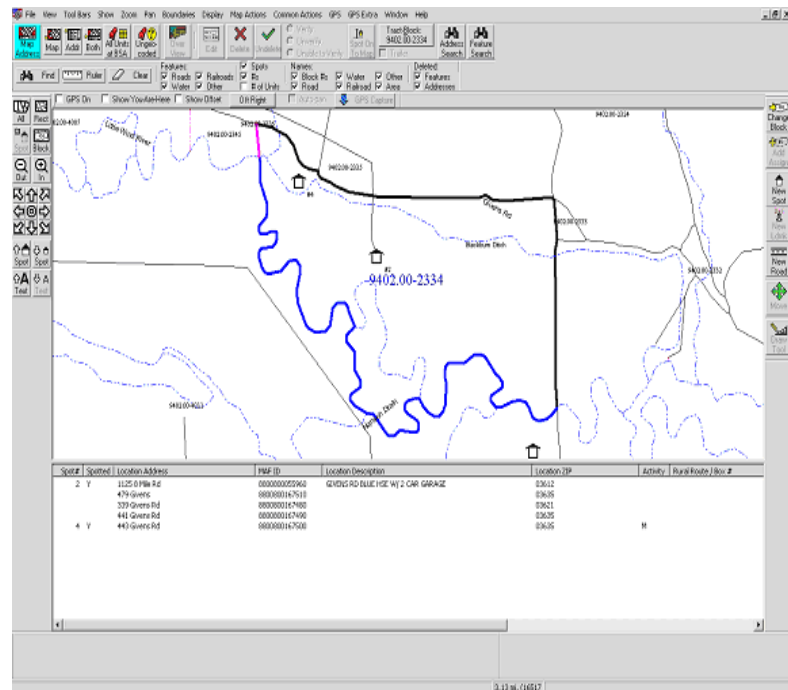


Figure 5.1-3 ALMI Block Map

ZIP Code Map - The ZIP Code map displays the area of the selected ZIP Code. Use the ALMI to help locate blocks that may contain new growth. In situations where the county overview maps are not helpful in locating new growth, you should view the other maps available in ALMI which include the Place, MCD, ZIP, or Block to locate new growth.

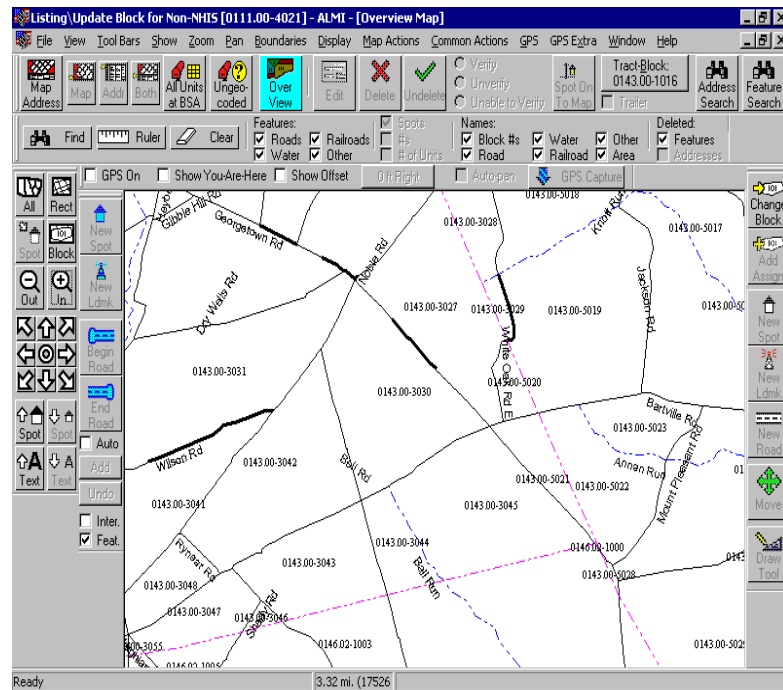


Figure 5.1-4 ALMI ZIP Code Map

You can zoom in on any of the above maps to enlarge the road and block features, block numbers, and map spots for legibility. You can also zoom out to increase the area displayed on the screen. Many of the map features can be turned on and off to reduce the clutter on the map.

ALMI functionality is provided in the ALMI User's Guide.

5.2**Find Growth (FG) Procedures****Topics In This Section**

<i>Locating the Geographic Area</i>	1
<i>Locating the New Growth</i>	2
<i>Identifying New Growth</i>	3
<i>Creating a New Assignment</i>	4
<i>Completing Your Find Growth Assignment</i>	5
<i>No Growth Found</i>	6

**Locating the
Geographic Area**

Look for the specific geographic area in which your Find Growth assignment is located. The possible area types are listed below with some notes about how to determine the exact location of the area.

*Local Governmental Unit
(GU)*

If your assignment is a local governmental unit (GU) (city, town, village, and so forth), you can use the ALMI to determine the boundaries for that local GU. In the ALMI, you will see street features, non-street features (i.e., railroads, rivers, power transmission lines), block boundaries, and the political boundary limit for the selected GU.

Census Tract

If your assignment is a census tract, use the ALMI to determine where the tract is located within the county. In the ALMI, you will see street features, non-street features (i.e., railroads, rivers, power transmission lines), block boundaries, and the tract boundary for the selected tract.

ZIP Code

If your assignment is a ZIP Code, use the ALMI to determine the approximate boundaries and location of the ZIP Code in the county. In the ALMI, you will see street features, non-street features (i.e., railroads, rivers, power transmission lines), and block boundaries for the selected ZIP Code area.

Locating the New Growth

Determine if there is new growth located in the assigned geographic area. You will need to contact knowledgeable local sources to ask about new growth in the area. You should attempt to obtain new growth information from a maximum of three sources.

Local sources may include the following government offices:

- County Clerk,
- Tax Assessor,
- Building Inspector,
- City or County Planner,
- E 911 Coordinator,
- Fire Stations,
- Rescue Squads,
- Police Stations, and
- Post Offices.

If you are not successful, attempt to contact two other local sources such as:

- Real Estate Offices, and
- Utility Companies.

Use the local telephone directory and your knowledge of the county to make a list of offices to contact. In addition, the RO can give you guidance on who to contact.

You should initially contact the offices by telephone to determine if they have the information that you need. It is not necessary to contact every office listed above; you can stop once you feel that you have obtained reliable information about the new growth in the area.

You can identify the new growth areas by asking for the names of any new subdivision, new streets or extensions of existing streets, new mobile home parks, warehouses or abandoned stores being converted into new housing units, and new apartment complexes and their respective locations.

You can use the location information provided to search the ALMI map to make a tentative determination of which blocks the growth is located in. Remember, the objective is to identify the blocks where the new growth is located.

Remember that information included in the ALMI is *Title 13* data. A block in the ALMI may ONLY be shown to a non-Census Bureau employee if the Address List View and Review Bar are not visible and the map spots are turned off. You must not reveal Census information, including all addresses and map spots in the ALMI to anyone who is not a sworn Census Bureau employee. Unauthorized disclosure of confidential census information by a sworn Census Bureau employee is punishable by a fine of up to \$250,000, imprisonment of up to five years, or both.

Identifying New Growth

After you have identified blocks that may contain new growth with the local sources, you must field check the blocks that contain the new growth. You can verify the blocks that contain new growth by doing the following:



Use the ALMI block map to determine if any new streets exist within the block. Compare the street features on the ground to the street features in the ALMI to make this determination.



Look for signs of new growth in the block. These signs include:

- New streets,
- New paved roads,
- Houses under construction,
- Houses that do not have a lawn yet,
- The presence of a model home,
- Houses that are distinctly different than others, and
- Warehouses or abandoned stores being converted into new housing units.




Use the address list in the ALMI to determine if there are new units on the ground that are not on our address list.

Make sure that your verification is a field check of the area; do not attempt to compare every housing unit on the ground with the units in the ALMI. This type of assignment does not involve actual canvassing, updating, or listing a block. Confirm a sufficient number of items that are different (new streets, addresses not in the ALMI, and so forth) before creating a new assignment.

Creating a New Assignment

Once you have identified the possible tract and block, you will create a new assignment. You will be creating an Update Block assignment that will be canvassed at a later date.

To create the new assignment, do the following:

- 1 Select the  button.
- 2 Click inside the block to select the block you identified that needs to be updated. The Add Block Assignment screen (Figure 5.2-1) will display.

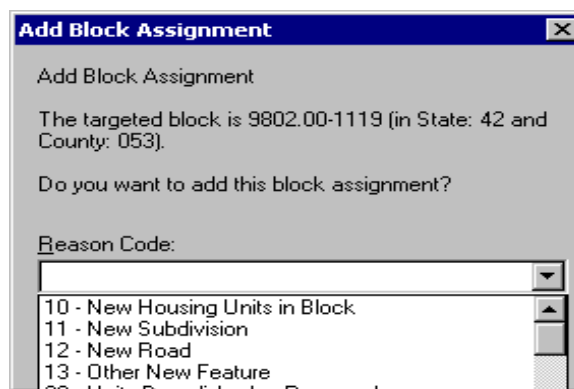


Figure 5.2-1 Block Assignment Reason Code Drop-Down List

- 3 Select the reason that best describes the need for the update.

Update Block Reason Codes:

Code	Description
10	New Housing Units in Block
11	New Subdivision
12	New Road
13	Other New Feature
20	Units Demolished or Removed
21	Natural Disaster in Block
30	Units in Wrong Block
31	Map Spots in Wrong Location
40	Street Renamed
41	911 Conversion
42	Change in City/Town Boundary
43	Block Boundary Changed
44	Block Subdivided
50	Other

Completing Your Find Growth Assignment

Case Management will set the appropriate outcome code in the Outcome column when you exit your Find Growth assignments. Valid outcome codes for Find Growth Assignments are provided in the following table.

Find Growth Assignment Outcome Codes:

Code	Definition	Description
801	Completed Listing—Residential	Case Management assigns this code when you complete a Find Growth assignment. This code is set by Case Management.

Find Growth Assignment Outcome Codes:		
804	Sufficient Partial— Follow-up Required	Case Management assigns this code when an assignment was not completed.
833	Other—Not Listed, Specify	Use this code for unique situations that are not covered by any other code (for example, severe listing conditions.) Explain in the Case Management Notes section and contact your area geographer.

No Growth Found

After following all suggestions to aid you in finding new growth, you may determine that there is no new growth in your Find Growth assignment area. If no new growth is found in the assignment area, you should document the steps taken to complete the assignment in the Case Management Notes. You should include what you did to try and locate the growth, what offices you contacted, and the names of any contact people you spoke with. Headquarters will evaluate the assignment and determine whether to send it out in the future.

Appendix A

ALMI Outcome Codes

When working UB and LA assignments in the ALMI, your actions will assign an Activity Code to each address record. Upon exiting the ALMI, Case Management will use these Activity Codes to set the appropriate Outcome Code. All addresses in a UB assignment must have a non-blank Activity Code in order for the Outcome Code to be set to "801–Completed."

ALMI Outcome Codes							
Outcome Code	Assignment Type	Definition	Description	Transmittable	Status Code	Can be changed to	Notes Required
800	FG, LA, UB	Not Started	This code is the default code for assignments not yet started.	No		815, 833, 870	N
801	FG, LA, UB	Completed Listing–Residential	When you complete an assignment, this code is set by Case Management.	Yes	L	804	N
802	UB	Insufficient Partial–Follow-up Required (can be reassigned to another FR)	When a listing is incomplete and follow-up is required, this code is set by Case Management.	No	O	805, 833, 870	N
803	UB	Sufficient Partial–Unable to Complete (can be reassigned to another FR)	Use this code to transmit an 804 assignment.	Yes	P	804	Y

ALMI Outcome Codes

Outcome Code	Assignment Type	Definition	Description	Transmittable	Status Code	Can be changed to	Notes Required
804	FG, LA, UB	Sufficient Partial–Follow-up Required (can be reassigned to another FR)	This code is set by Case Management when the block is not complete.	Yes- Final only	P	803	N
805	LA, UB	Insufficient Partial–Unable to Complete (can be reassigned to another FR)	Use this code to transmit an 802 assignment.	Yes	E	802	Y
815	LA, UB	Not Started–Unable to Complete	Use this code when you know that you will not be able to complete the assignment, so that it can be reassigned.	Yes	E	800	Y
817	LA	Unable to Locate	Use this outcome when you can't find an address. Record the reason in notes.	Yes	E	800	Y
833	All	Other–Not Listed, Specify	Use this code for unique situations that are not covered by any other code. For example, severe listing conditions. Explain in the Case Management Notes section.	Yes	F	800	Y

ALMI Outcome Codes

Outcome Code	Assignment Type	Definition	Description	Transmittable	Status Code	Can be changed to	Notes Required
870	LA, UB	Outside the FR's Assignment Area	Use this code if an assigned address (LA) or block (UB) is outside of your assignment area.	Yes	F	800	Y
901	LA, UB	Completed Assignment–Non-Residential, Uninhabitable, No HUs	Use this code when your listing assignment is non-residential, uninhabitable, or there are no units.	Yes	L	804	N

GAIL Outcome Codes Upon exiting the GAIL for either a GQ or GQ-A assignment, you will be prompted by Case Management to select the appropriate Outcom Code. Only the applicable Outcome Codes will be displayed (the list is based on data passed from the GAIL to Case Management).

GAIL Outcome Codes						
Outcome Code	Definition	Description	Transmittable	Status code	Can be changed to	Notes Required
800	Not Started	This code is the default code for assignments not yet started.	No		815, 833, 870	N
801	Completed–Residential	Use this code when you complete an assignment.	Yes	L	804	N
802	Insufficient Partial–Follow-up Required (can be reassigned to another FR).	Use this code when a listing is incomplete and follow-up is required.	No	O	805, 833, 870	N
803	Sufficient Partial–Unable to Complete (can be reassigned to another FR).	Use this code when you are unable to complete an assignment.	Yes	P	804	Y
804	Sufficient Partial–Follow-up Required (can be reassigned to another FR).	Use this code for callbacks.	Yes- Final only	P	803	N

GAIL Outcome Codes

Outcome Code	Definition	Description	Transmittable	Status code	Can be changed to	Notes Required
805	Insufficient Partial–Follow-up Not Required (can be reassigned to another FR).	Use this code when a GQ does not allow you to complete your assignment or when you do very little for a listing or updating assignment.	Yes	E	802	Y
815	Not Started–Unable to Complete	Use this code when you do not start an assignment before closeout.	Yes	E	800	Y
817	Unable to Locate	Use this code when you are unable to locate your assignment.	Yes	E	800	Y
818	Refusal	Use this code when the GQ refuses to allow you to complete your assignment.	Yes	E	nothing	Y
833	Other–Not Listed, Specify	Use this code for unique situations that are not covered by any other code. For example, severe listing conditions. Explain in the Case Management Notes section.	Yes	F	800	Y
840	GQ No Longer Exists	Use this code when the assigned GQ no longer exists.	Yes	G	nothing	Y

GAIL Outcome Codes

Outcome Code	Definition	Description	Transmittable	Status code	Can be changed to	Notes Required
842	GQ Converted to an “Out-of-Scope” GQ Type Code (603, 703, 704, 705, 706, 900, 909)	Use this code when the GQ converts to out-of-scope.	Yes	G	nothing	Y
849	GQ Not Listed—Originally Listed in the Incorrect Block	Use this code if an assigned GQ is outside of your assignment area/county or has moved.	Yes	G	nothing	Y
901	Completed—Uninhabitable, GQs with no living quarters	Use this code when the GQ is uninhabitable or there are no living quarters in the GQ.	Yes	L	nothing	N
902	GQ Entirely Institutional	Use this code for institutional GQs.	Yes	L	nothing	Y
903	GQ Entirely Military	Use this code for military GQs.	Yes	L	nothing	Y
904	GQ Converted to Regular Housing Unit	Use this code when a GQ converts to an HU.	Yes	L	nothing	Y
905	Commercial Establishment	Use this code for a place that is a business: retail, wholesale, service, is not meant to be used as living quarters and people do not live there.	Yes	L	nothing	Y

Appendix B

Table of GQ Types

GQ Type Code

The first column in the Table shows the three-digit GQ type code.

Institutional GQs

GQ type codes 101 - 410 identify institutional GQs.

Institutional GQs house people under formally authorized, supervised care or custody in institutions. Such people are classified as "patients or inmates" of an institution regardless of the availability of nursing or medical care, the length of stay, or the number of people in the institution. Generally, the institutionalized population is restricted to the institutional building and grounds (or must have passes or escorts to leave) and thus have limited interaction with the surrounding community. Also, they are generally under the care of trained staff who have the responsibility for their safekeeping and supervision. In other words, institutional GQs house people who, in most cases, stay involuntarily and are not allowed to come and go without receiving permission. Most institutional GQs are either correctional facilities, or nursing homes.

Non-institutional GQs

GQ type codes 501 - 911 identify non-institutional GQs.

Non-institutional GQs house people who live in GQs other than institutions. They are people who stay voluntarily and are allowed to come and go without receiving permission. Many non-institutional GQs are college housing. Also, staff who administer institutional GQs may live in non-institutional GQs.

Military GQs

Military GQs house active duty armed forces personnel on a military installation. Examples are military barracks, unaccompanied personnel housing, disciplinary barracks, and officers' quarters.

Ineligible GQs

The following GQ types are excluded from listing, updating, and interviewing.

<u>Type</u>	<u>Description</u>
-------------	--------------------

603	Military Ships
703	Shelters for Abused Women
704	Soup Kitchens
705	Regularly Scheduled Mobile Food Vans
706	Targeted Non-Sheltered Outdoor Locations
900	Crews of Maritime Vessels
909	GQs for Victims of Natural Disasters

Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order		
GQ Codes		Institutional GQs
Resident Non-Staff	Resident Staff	
		Correctional Institutions (101-107)
101	905	<i>Federal Detention Centers</i> [including Park Police, Bureau of Indian Affairs, Immigration and Naturalization Service (INS) centers operated within local jails, and State and Federal prisons. INS detention centers also include INS Federal Alien Detention Facilities, INS Service Processing Centers, and INS Contract Detention Centers used to detain aliens under exclusion or deportation proceedings and aliens who require custodial departures.]
102	905	<p><i>Federal Prisons</i> [including criminally insane wards operated by a Federal prison within a mental or general hospital. If ward is not operated by a prison, code criminally insane ward "404" and "905" for staff residing in the group quarters.]</p> <p>Note: Do not include INS detention centers operating within Federal Prisons. Code INS detention centers "101" for aliens and "905" for staff residing in the group quarters.</p> <p>Do not include correctional centers for juveniles. Include juveniles facilities in "201-209".</p>
103	905	<p><i>State Prisons</i> [including criminally insane wards operated by a State prison within a mental or general hospital; if not operated by a prison, code criminally insane ward "404" and "905" for staff residing in the group quarters.]</p> <p>Note: Do not include INS detention centers operating within State Prisons. Code INS detention centers "101" for aliens and "905" for staff residing in the group quarters.</p>

Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order

GQ Codes		Institutional GQs
Resident Non-Staff	Resident Staff	
104	905	<p><i>Local Jails (county, city, regional, and other municipalities) and Other Confinement Facilities</i> (usually hold persons more than 48 hours) includes work farms and police lockups.</p> <p>Note: Do not include INS detention centers operating within local jails. Code INS detention centers "101" for aliens and "905" for staff residing in the group quarters.</p>
105	905	<i>Halfway Houses</i> [operated for correctional purposes, including probation and restitution centers, prerelease centers, and community-residential treatment centers.]
106	904	<i>Military Disciplinary Barracks</i> [including jails on military installations.]
107	905	<i>Other Types of Correctional Institutions</i> [including private correctional facilities and correctional facilities specifically for alcohol/drug abuse.]
		Juvenile Institutions (201-209, 702) [including homes, schools, and detention centers]
		1. <i>Long-term Care</i> [length of stay usually more than 30 days]
		a. Neglected, abused, and dependent children [orphanages, homes, or residential care]
201	905	(1) Public ownership
202	905	(2) Private ownership
203	905	(3) Ownership unknown (Used as a last resort if no other type code applies.)
204	905	b. Emotionally disturbed children [residential treatment center (psychiatric care provided)]
		c. Delinquent children [placed by court, parents, or social service agencies in residential training schools or homes, including industrial schools, camps, or farms]
205	905	(1) Public ownership

Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order		
GQ Codes		Institutional GQs
Resident Non-Staff	Resident Staff	
206	905	(2) Private ownership
207	905	(3) Ownership unknown (used as a last resort if no other type code applies.)
		2. <i>Short-term Care</i> [length of stay usually 30 days or less]
208	905	a. Delinquent children [temporary care in detention centers, reception or diagnostic centers pending court disposition of case]
702		b. Runaway, neglected, and homeless children [emergency shelters/group homes which provide temporary sleeping facilities for juveniles]
209	905	3. <i>Type of juvenile institution unknown</i> (Used as a last resort if no other type code applies.)
		Nursing Homes (301-307) [skilled nursing facilities (SNF), intermediate care facilities (ICF), long-term care rooms in wards or buildings on the grounds of hospitals, nursing, convalescent, and rest homes including soldiers', sailors', veterans', fraternal or religious homes for the aged with nursing care]
		1. <i>Public ownership</i>
301	905	a. Federal ownership [including Veterans' Affairs (VA), domiciliary homes, and U.S. Naval homes]
302	905	b. State and county or city ownership
303	905	c. Don't know if Federal, State, county-city ownership (Used as a last resort if no other type code applies.)
		2. <i>Private ownership</i>
304	905	a. Private not for profit
305	905	b. Private for profit

Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order

GQ Codes		Institutional GQs
Resident Non-Staff	Resident Staff	
306	905	c. Don't know if for profit or not for profit (Used as a last resort if no other type code applies.)
307	905	3. Don't know if Federal, State, local, or private ownership (Used as a last resort if no other type code applies.)

Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order		
GQ Codes		Institutional GQs
Resident Non-Staff	Resident Staff	
		Hospitals and Wards, Hospices, and Schools for the Handicapped (400-410) [See also codes 904 and 905, Dormitories for Nurses and Interns in Military and General Hospitals]
400	905	1. <i>Drug/alcohol Abuse</i> [hospitals and hospital wards in psychiatric and general hospitals]
		2. <i>Chronically Ill</i>
401	904	a. Military hospitals or wards for chronically ill
402	905	b. Hospitals and Wards, Hospices, and Schools for the Handicapped/Chronically Ill/Other hospitals or wards for chronically ill [including tuberculosis hospitals or wards; wards in general and Veterans' Affairs hospitals for the chronically ill; wards for progressive or degenerative brain diseases, such as neuro-degenerative process, spinal chord tumor, or other neurologic diseases; wards for patients with Hansen's Disease (leprosy) and other incurable diseases; and other unspecified wards for the chronically ill] Note: Do not include mental or alcohol/drug abuse hospitals or wards.
403	905	c. Hospices/homes for chronically ill [including hospices and homes for AIDS and cancer patients, and other unspecified terminal diseases]
404	905	3. <i>Mentally Ill (Psychiatric)</i> [hospitals or wards, including wards for the criminally insane not operated by a prison and psychiatric wards of general hospitals and veterans' hospitals. This is a medical setting designed for the treatment of mental illness. Patients receive supervised and medical/nursing care from formally trained staff.]

Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order

GQ Codes		Institutional GQs
Resident Non-Staff	Resident Staff	
405	905	4. <i>Mentally Retarded</i> [schools, hospitals, wards (including wards in hospitals for the mentally ill), and intermediate care facilities for the mentally retarded (ICF/MR)]
		Hospitals and Wards, Hospices, and Schools for the Handicapped (400-410) (Continued)
		5. <i>Physically Handicapped</i> [including schools, hospitals, or wards in a suitably-equipped medical setting and designed primarily for the physically handicapped who receive supervised care and medical/nursing care from a formally trained staff]
406	905	a. Institutions for the deaf
407	905	b. Institutions for the blind
408	905	c. Orthopedic wards and institutions for physically handicapped [includes institutions providing long-term care to accident victims, and persons with polio, cerebral palsy (leads to motor dysfunction), muscular dystrophy, etc.] Note: Do not include wards for terminally ill patients. Code such places as "401" military hospitals or wards for chronically ill or "402" other hospitals or wards for chronically ill.
409	905	6. <i>General Hospitals with Patients who Have No Usual Home Elsewhere</i> [including maternity, neonatal, pediatric (including wards for boarder babies), Veterans' Affairs, surgical, and other purpose wards of hospitals and wards for infectious diseases]
410	904	7. <i>Military Hospitals with Patients who Have No Usual Home Elsewhere</i> [including maternity, neonatal, pediatric (including wards for boarder babies), military, surgical, and other purpose wards of hospitals and wards for infectious diseases]

Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order		
2000 GQ Codes		Non-institutional GQs
Resident Non-Staff	Resident Staff	
		College Quarters (501)
501		<i>Dormitories and Fraternity and Sorority Houses (on and off campus)</i>
		Military Quarters (601-603)
		1. <i>On Base:</i>
601		a. Barracks, unaccompanied personnel housing (UPH) (Enlisted/Officer), and similar group living quarters for military personnel
602		b. Transient quarters for temporary residents (military or civilian)
	904	c. Dormitories for nurses and interns in military hospitals
106	904	d. Stockades and jails (on military installations)
603		2. <i>Military ships</i> [ineligible for all demographic surveys]
701		Hotels/Motels (701) [those used entirely for persons without a usual home, and hotels and motels used partially for persons without a usual home]
		Emergency Shelters/Service Locations (701-706)
701		1. <i>Shelters For The Homeless With Sleeping Facilities</i> [including emergency housing, missions, and flophouses, Salvation Army shelters, hotels and motels used entirely for homeless persons, hotels and motels used partially for the homeless, and similar places known to have persons with no usual home elsewhere who stay overnight]

Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order

2000 GQ Codes		Non-institutional GQs
Resident Non-Staff	Resident Staff	
702		2. <i>Shelters for Runaway, Neglected, and Homeless Children</i> [emergency shelters/group homes which provide temporary sleeping facilities for juveniles] (<i>Also Juvenile Institutions, Short-Term Care, for Runaway, neglected, and homeless children</i>)
703		3. <i>Shelters for Abused Women</i> (or Shelters Against Domestic Violence) [ineligible for all demographic surveys]
		4. <i>Service Locations</i>
704		a. Soup Kitchens [ineligible for all demographic surveys]
705		b. Regularly scheduled mobile food vans [ineligible for all demographic surveys]
706		5. <i>Targeted Non-sheltered Outdoor Locations</i> [ineligible for all demographic surveys]
		<p>Group Homes/Halfway Houses (801-810) [with 10 or more unrelated persons (801-805) and with 9 or less unrelated persons (806-810): Including those providing community-based care and supportive services]</p> <p>Note: Do not include halfway houses for correctional purposes. If operated for correctional purposes, code according to Halfway Houses 105.</p>
801,806		1. <i>Drug/Alcohol Abuse</i> [group homes, detoxification centers, quarterway houses (residential treatment facilities that works closely with an accredited hospital); halfway houses; recovery homes for ambulatory, mentally competent recovering alcoholics who may be re-entering the work force]
802,807		2. <i>Mentally Ill</i>
803,808		3. <i>Mentally Retarded</i>

Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order		
2000 GQ Codes		Non-institutional GQs
Resident Non-Staff	Resident Staff	
804,809		4. <i>Physically Handicapped</i>
805,810		5. <i>Other Group Homes [Including communes, foster care homes, and maternity homes for unwed mothers]</i>
900		Crews of Maritime Vessels (900)
		Dormitories (501, 601, 901-905)
501		1. <i>Dormitories and Fraternity and Sorority Houses (on and off campus)</i>
601		2. <i>Military Quarters on Base, including Barracks [unaccompanied personnel housing (UPH) (Enlisted/Officer), and similar group living quarters for military personnel]</i>
901		3. <i>Agriculture Workers' Dormitories on Farms [includes migratory farm workers camps, bunkhouses for ranch hands, and other dormitories on farms including those on "tree farms"]</i>
902		4. <i>Other Workers' Dormitories [including logging camps, construction workers' camps, firehouse dormitories, job-training camps, energy enclaves (Alaska only), Alaskan pipeline camps, non-farm migratory workers' camps (such as workers who lay oil and gas pipelines)]</i>
903		5. <i>Job Corps and Vocational Training Facilities for Persons above the High School Level</i>
904		6. <i>Dormitories for Nurses and Interns in Military Hospitals</i>
905		7. <i>Dormitories for Nurses and Interns in General Hospitals</i>

Group Quarters (GQ) Type Codes and Descriptions, Listed In Numerical GQ Type Code Order

2000 GQ Codes		Non-institutional GQs
Resident Non-Staff	Resident Staff	
906		Religious Group Quarters (906) [including convents, monasteries, and rectories (classify members of religious orders who live in a dormitory at a hospital or college according to the type of place where they live, such as college or hospital dormitories)]
908		Other Non-household Living Situations (908) [including those not covered by other GQ types, such as hostels, YMCAs and YWCAs]
909		Natural Disaster (909) [ineligible for all demographic surveys]
911		Residential Care Facilities Providing "Protective Oversight" (911)

Appendix C Special Situations

Topics In This Section

<i>Linking a Mailing House Number/Street Name Address to a Different Physical House Number/Street Name Address</i>	1
<i>Differentiating Between the Valid Address, Under Construction, and Open to Elements Unit Status Codes</i>	4
<i>Determining Year Built</i>	5
<i>Determining if the Unit is a Trailer</i>	7
<i>Address Record and Map Spot in Different Blocks</i>	8
<i>Multiple Duplicates</i>	20

Linking a Mailing House Number/Street Name Address to a Different Physical House Number/Street Name Address

In your Locate Address or Update Block assignment, you may receive a house number/street name address that identifies a mailbox instead of the physical location of a unit. This is most common in apartment complexes, townhouse complexes, and resort communities where there is often a cluster of post office boxes a distance away from the units. The house number and street name for the physical location of a unit is different than the house number and street name for its mailbox.

Attempt to match mailboxes with units by contacting the rental office or property manager, or speaking to an occupant.

If you are able to find the unit that should be linked to the mailbox address...

Move the address that identifies the mailbox to the Mailing Address tab of the Address Wizard. Enter the address where the unit is physically located on the Location Address tab of the Address Wizard.

If you are unable to find the unit that should be linked to the mailbox...

Assign the record an activity code of 'U—Unable to Verify' by clicking on the 'Unable to Verify' radio button located on the Operations Bar.

If the unit is located inside a gated community...

You may not be able to obtain the house number and street name of the physical location. Give the unit an Activity Code of 'U—Unable to Verify' by clicking on the 'Unable to Verify' radio button located on the Operations Bar.

If the unit is inside a resort community...

Contact the property manager to help in matching the house number and street name of the physical location with the correct house number and street name of the mailbox. Mailboxes in resort communities are often rented out on a temporary basis and can periodically change which unit they are linked to. Link the mailbox to the unit that receives mail at the time that you are listing. If matching of the two addresses cannot be accomplished, give the unit an activity code of 'U—Unable to Verify'.

When dealing with these situations, remember to always:

- Make sure the map spot reflects the physical location of the unit.
- Enter the address where the unit is located on the Location Address tab in the Address Wizard.

If the physical location of the unit does not have a house number/street name address, enter a physical description, street name, and ZIP Code on the Location Address tab.

For example, you receive an update block assignment with the following addresses in your address list:

101 Windsor Green
102 Windsor Green
103 Windsor Green

But when you canvass the block, you find 10 units on the ground:

7800 Frankfort Drive
7801 Frankfort Drive
7802 Frankfort Drive
7803 Frankfort Drive
7804 Frankfort Drive
7805 Frankfort Drive
7806 Frankfort Drive
7807 Frankfort Drive
7808 Frankfort Drive
7809 Frankfort Drive

You speak to the property manager to obtain more information about these units. It turns out that Windsor Green is the resort community name and 101, 102, and 103 are mailbox addresses for the 3 units that receive mail. 101 and 102 Windsor Green are used by units 7801 and 7806 Frankfort Drive respectively. However, the mailbox 103 Windsor Green is not currently being used by any of the units to receive mail. The remaining 8 addresses do not receive mail because this is a resort community.

Now that you know how the mailbox addresses and unit addresses are linked, you are able to edit the records on your address list so that they reflect what is on the ground. You would want to edit the records 101 and 102 Windsor Green by moving the mailing address to the Mailing Address tab and entering the address where the unit is located on the Location Address tab. Next, assign 103 Windsor Green a status of 'Unable to Verify' because you were unable to match it to a unit. Then, add the remaining units and enter their location address. On the Mailing Address tab, leave the mailing address blank and check the box saying 'does not receive mail'.

The following information will be reflected in the Address View and Address Wizard:

Activity Code	Location Address	Mailing Address
C	7801 Frankfort Drive	101 Windsor Green
C	7806 Frankfort Drive	102 Windsor Green
U	103 Windsor Green	
A	7802 Frankfort Drive	
A	7803 Frankfort Drive	
A	7804 Frankfort Drive	
A	7805 Frankfort Drive	
A	7807 Frankfort Drive	
A	7808 Frankfort Drive	
A	7809 Frankfort Drive	

Differentiating Between the Valid Address, Under Construction, and Open to Elements Unit Status Codes

Some units may appear to be unfinished. It is important to choose the correct unit status code for these structures.

If...	Then...
A unit is in the active process of being built and <i>does not</i> yet have a roof, finished sides (i.e., aluminum, vinyl, brick), and windows	Assign a unit status code of '6-Under Construction'.
A unit is in the process of being built and <i>has</i> a roof, finished sides (i.e., aluminum, vinyl, brick), and windows	Assign a unit status code of '1-Valid Address'.

If...	Then...
A unit has begun to <i>deteriorate</i> (parts of roof missing, no windows)	Assign a unit status code of '3-Open to the Elements'.

Determining Year Built

Year built refers to the original construction completion date for the structure in relation to Census Day 2000 (April 1, 2000). Construction is complete when the structure has a roof, finished sides, all exterior windows and doors, and usable floors. Year Built does not apply to any later remodeling or conversions within, or additions to, previously existing residential structures, or the date that a house is moved to another site or lot.

You will determine Year Built when updating current survey area frame blocks in Permit Issuing areas, that is, in areas where the Building Permit Office (BPO) issues permits for residential new construction.

Determine Year Built by asking a knowledgeable person when not apparent.

Determine Year Built for residential buildings such as:

- Single-family houses, which are detached, semi-detached, side-by-side (including rowhouses, townhouses, quadruplexes), shellhouses, summer cottages, model houses, guesthouses, hunting cabins;
- Multi-unit structures and buildings with condominiums or cooperative (includes time sharing) housing units;

- Buildings with a combination of residential and commercial space (business or professional use) as long as at least half of the floor space is used for residential purposes. Exception: determine Year Built for any mixed-use building that has 50 or more residential housing units; and
- Structures being converted from commercial to residential use.

Do NOT determine Year Built for:

- Manufactured homes (modular homes, mobile homes, trailers), built in a factory with transportation gear attached (axle and chassis), even if the gear has been removed before placing the manufactured home on a permanent foundation, or the gear is hidden by a skirt, or one or more rooms have been added to the manufactured home;
- Non-structural living quarters, such as tents, houseboats, converted railroad cars or buses;
- Travel trailers and motor homes;
- Public housing in which residential buildings are owned, from the outset of construction, by federal, state, or local government agencies;
- Residential conversions, alterations, renovations, repairs;
- Room additions to existing structures or manufactured homes;
- Rebuilding of a house on an existing foundation;
- Buildings with a combination of residential and commercial space (business or professional use) where less than half of the floor space is used for residential purposes; and
- Non-residential structures such as stores, factories, churches, schools, or government buildings.

When choosing a Year Built category in the Year Built / Trailer tab of the Address Wizard:

- Choose 'Before April 1, 2000 (B)' for a structure built before April 1, 2000.
- Choose 'After April 1, 2000 (A)' for a structure under construction or built on or after April 1, 2000.
- Choose 'Not needed. Does not need to be determined'. for non-structural residential places that the local BPO would not issue a residential building permit to construct. See the situations listed under Do NOT determine Year Built for: above.

Determining If the Unit is a Trailer

If it is determined that a unit is a trailer, you will need to check the trailer or mobile home box located on the Year Built/Trailer tab.

A unit is considered a trailer if it is a manufactured home (modular home, mobile home, or trailer). Manufactured homes are built in a factory, designed to be towed on its own chassis, have transportation gear integral to the unit when it leaves the factory, and do not need a permanent foundation. They include multiwides and expandable manufactured homes.

Manufactured homes may have:

- a porch added,
- one or more rooms added,
- gear that has been hidden by a skirt, immobilized, or removed for placement on a permanent foundation,
- a crawl space, or
- been placed on blocks.

You will also need to list and select the trailer or mobile home box for vacant trailer sites.

A vacant trailer site:

- Must have utility hookups.
- Must have a permanent site. This includes a cement slab, grass, or dirt area.
- Must be identified by a street address, site or lot number or letter, or other identification.

Do not list (or mark as deleted if they are already listed) vacant sites in highly transient, temporary campgrounds, such as KOA or recreational vehicle campgrounds or parks, commercial or public campgrounds, and fairs and carnivals.

Address Record and Map Spot in Different Blocks

While conducting a Locate Address or Update Block assignment, you may encounter a situation where an address record and corresponding map spot are in different blocks. The procedures for this situation differ depending on whether you are conducting an a Locate Address assignment or an Update Block assignment. Follow the procedures appropriate to your situation.

Locate Address

An address record that has a 'Y' in the Spotted column means that the address is spotted somewhere in the county, but not necessarily in the block you are reviewing. In cases where you notice that the address record has a 'Y' in the Spotted column, but there is no corresponding map spot in the block, then determine which of the special situations below you have encountered and follow the steps provided for that situation.

Figure 1 is an illustration showing what you may see in the ALMI when you encounter this situation.

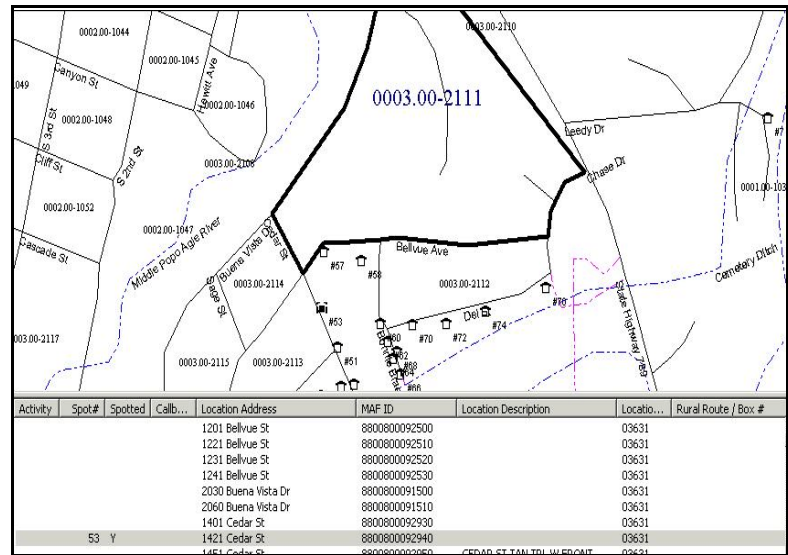


Figure 1 ALMI Map

For example, you are assigned 1421 Cedar St as a Locate Address assignment. In the address list for tract/block 0003.00-2111, you see a 'Y' in the Spotted column for the assigned address, 1421 Cedar St. However, you notice the map spot associated with this address is not located in this block. You realize that map spot #53, the map spot associated with the address 1421 Cedar St, is highlighted (as a result of the address record being selected) in an adjacent block just southwest of the active block.

Not all situations where address records and map spots are in different blocks will look like this. Some map spots will be located in blocks that are a distance away from the block where the address record is located. In these cases, you will not see the map spot in the adjacent block.

Case Management opens the block map associated with the assigned address record.


- A. Did you find the address in the block identified by Case Management?*

If...	Then...
Yes	Go To Step B.
No	Go To Step C.


- B. Determine if the associated map spot is in the loaded map by selecting the address record then observing if the Zoom to Spot button is active.*

Is the Zoom to Spot button active?

If the Zoom to Spot button is active, do the following:

- 1 Click on the address record (this also highlights the associated map spot, even if it is not visible on the map as zoomed.)
- 2 Click the  button.
- 3 Place the cursor in location on the map where the map spot belongs and click once.
- 4 See Chapter 4.2 for procedures on reviewing the address information.

If the Zoom to Spot button is not active, do the following:

- 1 Make note of the tract/block where the address record is located.
- 2 Close the current opened map.
- 3 Open the full county map.
- 4 Make the tract/block where the address record is located active.
- 5 Select the assigned address record from the Address List (this also selects the map spot, even if it is not visible on the map as zoomed.)
- 6 Click the  button.
- 7 Place the cursor in the location on the map where the map spot belongs and click once.
- 8 See Chapter 4.2 for procedures on reviewing the address information.

C. Determine if the address exists at the location of the map spot. To do this you must find the associated map spot by using the Zoom to Spot button. Select the assigned address record and then observe if the Zoom to Spot button is active.

Is the Zoom to Spot button active?

If the Zoom to Spot button is active, do the following:


- 1 Click the Zoom to Spot button.
- 2 Proceed to Step D.

If the Zoom to Spot button is not active, do the following:

- 1 Make note of the tract/block where the address record is located.
- 2 Close the current opened map.
- 3 Open the full county map.
- 4 Make the tract/block where the address record is located active.
- 5 Select the assigned address record from the Address List (this also selects the map spot, even if it is not visible on the map zoomed).
- 6 Click the Zoom to Spot button.
- 7 Proceed to Step D.

D. Does the unit exist at the map spot location?

If the unit exists at the map spot location, do the following:

- 1 Click on the map spot.
- 2 Click the  button.
- 3 Place the cursor on the map where the map spot belongs and click once.

If the address exists in exactly the same location where the map spot is located, just click right next to it, as this move is necessary to bring the address record and map spot to the same location.

- 4 See Chapter 4.2 for procedures on reviewing the address information.


If the unit does not exist at the map spot location, do the following:

- 1 Find where the address exists on the map.
- 2 Proceed to Step E.


E. Determine the location of the assigned address.

Are you able to find the assigned address in the field?

If you are able to find the assigned address in the field, do the following:

- 1 Make the block containing the assigned address the active block.
- 2 Make the area where you found the assigned address visible on the map.
- 3 Select the assigned address record from the Address List.
- 4 Click the  button.
- 5 Place the cursor on the map where the map spot belongs and click once.

If you are unable to find the assigned address in the field, do the following:

- 1 Select the assigned address from the Address List.
- 2 Click the  button.
- 3 Select a status of 'Unable to Locate'.

Update Block

If you are conducting an Update Block assignment, proceed with the following instructions.

A. Assess your situation.


If...	Then...
<p>There is an Address Record in your assigned block that has a 'Y' in the spotted column, but there is no corresponding map spot in the block.</p> <p>An Address Record that has a 'Y' in the spotted column means that the address is spotted somewhere in the county, but not necessarily in the block you are reviewing.</p>	Go to Step B.
There is a map spot in your assigned block that does not have a corresponding address record in the address view.	Go to Step G.

B. Did you find the unit on the ground in the block where the address record is located?


If...	Then...
Yes	Go to Step C.
No	Go to Step D.

C. Determine if the associated map spot is in the loaded map by selecting the address record then observing if the Zoom to Spot button is active.

If the Zoom to Spot button is active, do the following:

- 1 Click on the address record (this also highlights the associated map spot, even if it is not visible on the map as zoomed.)
- 2 Click the  button.
- 3 See Module 2.4 for procedures on reviewing the address information.

If the Zoom to Spot button is not active, do the following:


- 1 Click on the address record.
- 2 Click the  button.
- 3 Select a status of 'Unable to Locate'.
- 4 Add a new map spot where the unit should be.
- 5 Enter the address information, copying all of the information from the old unit to the new unit.

D. Determine if the unit on the ground exists at the location of the map spot. To do this, you must find the associated map spot by using the Zoom to Spot button. Select the address record and then observe if the Zoom to Spot button is active.

If the Zoom to Spot button is active, do the following:


- 1 Click the Zoom to Spot button.
- 2 Proceed to Step E.

If the Zoom to Spot button is not active, do the following:

- 1 Click on the address record.
- 2 Click the  button.
- 3 Select a status of 'Unable to Locate'.

E. Does the unit on the ground exist at the map spot location?

If the unit exists at the map spot location, do the following:

- 1 Click on the map spot.
- 2 Click the  button.
- 3 Place the cursor on the map where the map spot belongs and click once.

If the unit exists in exactly the same location where the map spot is located, just click right next to it, as this move is necessary to bring the address record and map spot to the same location.


- 4 See Module 2.4 for procedures on reviewing the address information.

If the unit does not exist at the mapspot location, do the following:

- 1 Check the adjacent blocks to see if any units on the ground match the address information.
- 2 Proceed to Step F.

F. Determine the location of the unit.

If you are able to find the unit in the adjacent block, do the following:


- 1 Make the area where you found the unit visible on the map.
- 2 Click on the address record.
- 3 Click the  button.
- 4 Place the cursor on the map where the map spot belongs and click once.

If you are unable to find the unit in an adjacent block, do the following:

- 1 Click on the address record.
- 2 Click the  button.
- 3 Select a status of 'Unable to Locate'.

G. Determine the correct location of the map spot by clicking on the map spot and viewing the address information in the review bar.

If the map spot and address information in the review bar match a unit that is on the ground in that block, do the following:

- 1 Click on the map spot.
- 2 Click the  button.
- 3 Place the cursor on the map where the map spot belongs and click once.

If the unit exists in exactly the same location where the map spot is located, just click right next to it, as this move is necessary to bring the address record and map spot to the same location.


- 4 See Module 2.4 for procedures on reviewing the address information.

If the map spot and address information in the review bar do NOT match a unit on the ground in that block, do the following:

- 1 Proceed to Step H.

H. Determine if the address record is in the loaded map.

To determine if the address record is in the loaded map, do the following:


- 1 Select the map spot by clicking on it.
- 2 Click the  button on the Operations Bar.
- 3 Select the Tech tab and make note of the tract and block information. This is where the address record is located. Close the Address Wizard by clicking 'Cancel'.
- 4 Select the Tract-Block button on the operations bar and review the list of blocks to see if the tract-block you just viewed in the tech tab is on this list.

If...	Then...
The block information that you viewed on the Tech tab is on the Tract-Block list.	Proceed to Step I.
The block information that you viewed on the Tech tab is NOT on the Tract-Block list.	Delete the map spot by selecting the spot and pressing the delete button. Assign the spot a status of 'Unable to locate'.

- I. Determine if there is a unit on the ground in the block where the address record is located that matches the address information.*

Make the block where the address record is located the active block. Do this by selecting the tract-block button and choosing the block where the address record is located.

If a unit on the ground matches the address record in the active block, do the following:

- 1 Highlight the address record in the Address View.
- 2 Select the  button.
- 3 Click in the map view where the unit is located. The map spot is now in the block with the address record.
- 4 See Module 2.4 for procedures on reviewing the address information.


If there is no unit on the ground that matches the address record in the active block, do the following:

- 1 Proceed to Step J.


- J. Determine if the unit belongs in an adjacent block.*

Check the adjacent blocks to see if any units on the ground match the address information.

If the address information matches a unit in an adjacent block, do the following:

- 1 Zoom out far enough so that you can see the block where the unit should be. The block with the address record should be active.
- 2 Select the address record and click  .
- 3 Click on the map where the unit is located. The map spot and address record have been moved to the correct block.
- 4 See Module 2.4 for procedures on reviewing the address information.

If the address information does not match a unit in an adjacent block, do the following:

- 1 Click  to delete the unit by highlighting the address record or map spot.
- 2 Assign the unit a status of 'Unable to locate'.

Multiple Duplicates


Below are two examples of how to handle a unit on the ground that has three records in the ALMI.

When dealing with multiple duplicates, remember that you should NEVER delete a record that you designate as the surviving MAF ID. Link all of the deleted units to the same survivor.


Example 1:

Addresses A, B, and C are all duplicates. Upon reviewing the available address and map spot information you determine that address B is the most complete and accurate address. You must delete addresses A and C and link them to address B as duplicates.

To link A to B, do the following:

- 1 Select address A and click the  button.
- 2 Select Duplicate as the status.
- 3 Click the Find button and select the MAFID associated with address B.

To link C to B, do the following:

- 1 Select address C and click the  button.
- 2 Select Duplicate as the status.
- 3 Click the Find button and select the MAFID associated with address B.

Result of the above actions:

Addresses A and C are both linked to address B as duplicates.

Example 2:

The assigned address is “47 Raleigh Road.” Check the ALMI to see what other addresses are present along Raleigh Road. The ALMI shows three other addresses on Raleigh Road: 49 Raleigh Road, white brick hse w/4 car garage on right, and large white house w/large gar on right. While looking at the house at 47 Raleigh Road, you observe that it is a white brick house with a 4 car garage on the right. You also realize that there are only 2 houses along Raleigh Road, 47 Raleigh Road, and another red brick house with an address of 49 Raleigh Road. You conclude that the two address records with descriptions duplicate the assigned address of “47 Raleigh Road.”

Determine which unit you are keeping - It should be the one with the most accurate and complete address information.

Link the two duplicate units to the MAFID associated with the unit you are keeping -

Select one of the address records you are deleting and click the Delete button. Find the MAFID associated with the record you decided to keep.

Repeat the same action for any additional units you want to delete -

Always link each duplicate to the same surviving MAFID. Remember to copy any applicable information from the units you are deleting to the unit you are keeping.

what does **That** **Word** mean?

ACS-CP - American Community Survey - Coverage Program. Provides a systematic enhancement of address updating in areas that the Census Bureau has identified as experiencing major new development.

Activity Code - A code that indicates the actions taken on specific units (for example, changed, deleted, verified, and so forth.)

Address Wizard - ALMI application feature that allows you to enter specific information about an address.

ALMI - Automated Listing and Mapping Instrument. A software package that FRs use on their laptops to list or update assigned blocks or addresses.

Assignment area - A small geographic area established by the Census Bureau for a specific field operation.

Block - A block is a geographic area bounded on all sides by visible features such as roads, railroad tracks, or rivers; or by invisible features such as county boundaries, city limits, or property lines.

Block maps - Maps that show block level geography and the location of all streets, and map spots within the block.

Boarding house - A house that provides room and meals to guests who usually pay on a weekly or monthly basis. The

proprietor may or may not eat with the boarders. Classify as housing units.

Boundary - A line that identifies the extent of a geographic entity, such as a census block, census tract, county, or place. A portion of a boundary may coincide with a visible feature or be an invisible feature and more than one geographic entity may share the same boundary.

BSA - The Basic Street Address. A BSA is complete when it contains a house number, a street name, a post office/city name, a state, and a ZIP Code. A BSA is incomplete when it is missing either a house number or a street name (or number).

Canvassing - The process of traveling around the streets, roads, alleys, and pathways within the block boundary, in a carefully planned path of travel, to identify all living quarters present within the block.

CAPI - Computer Assisted Personal Interviewing. An automated application used for interviewing.

Census tract - A small, statistical subdivision of a county or statistically equivalent entity delineated for data presentation purposes.

Census tract maps - Maps that show the feature network and all the census

blocks within a single tract. The maps will also show a small fringe area (shaded in grey) just outside the tract boundary.

CFCC - Census Feature Classification Code. An alphanumeric code that uniquely identifies the basic characteristics of a map feature in the Census Bureau's TIGER File.

County maps - Maps that cover the entire county and are designed to help easily locate the block and plan a route of travel.

DAAL - Demographic Area Address Listing. The automated process for listing and mapping via laptop computer.

Demographic Area Address Listing (DAAL) Case Management - A software application that displays your listing assignments, or cases, so that you can plan your work before entering the listing instruments.

Direct access - separate living quarters have direct access when an occupant can either: (1) Enter the living quarters directly from the outside of the structure, or (2) Enter the living quarters from a common hall or lobby that is used by occupants of more than one unit. The hall or lobby must not be part of any unit and must be clearly separate from all units in the structure.

DSMD - Demographic Statistical Methods Division. The Census Bureau division that designs and selects the samples for the demographic surveys.

Duplicate - A duplicate exists when there is more than one record in the ALMI for one unit on the ground.

Embedded housing unit - living quarters within a GQ that has direct access and its occupant(s) or intended occupant(s) live separately from the residents of the GQ.

FR - Field Representative.

Find Growth (FG) Method - the process of identifying areas with new housing units and determining the census blocks where the new units are located.

Freestanding housing unit - living quarters that is associated with a GQ, but physically separate from the group quarters structure.

GAIL - Group Quarters Automated Instrument for Listing. A software package that FRs use on their laptops to list and update GQs.

Geocode - Identifies the tract and block, determined by matching the address to a Census Bureau file, where an address is most likely located.

GQ-A - A GQ that is listed, using the GAIL, as part of an Update Block assignment.

GQ contact person - someone who is knowledgeable about the GQ, its residents, and register, if any, and supervises or in some way maintains the orderly functioning of the GQ and its residents. Possible contact persons include managers, nurses, guards, administrative personnel, and custodians. In rare instances a contact person may be a longtime resident of the GQ.

Group Quarters (GQ) - a type of living quarters where the residents share

common facilities or receive authorized care or custody. A GQ is not a housing unit by definition. There are three categories of GQs— institutional, non-institutional, and military housing.

Governmental Unit (GU) - A geographic entity established by legal action, and for the purpose of implementing administrative or governmental functions. Most governmental units have officially recognized boundaries. All area and population of the United States are part of one or more legal units, such as American Indian reservations, States, counties, county subdivisions, and incorporated places.

Hotel or motel - If contracted by a local government or other organization to house the homeless, it is treated as a GQ Type 701 (homeless shelter). Otherwise, it is treated as a GQ Type 908 or a place with one or more HUs, that rents rooms or suites to transient or permanent guests. The rent paid by guests usually covers linens, maid, and desk service.

HU - Housing unit. A house, an apartment, a mobile home or trailer, a group of rooms, or a single room occupied as separate living quarters or, if vacant, intended for occupancy as separate living quarters.

Institutional GQ - A place that houses people who, in most cases, stay involuntarily and are not allowed (or able) to come and go without receiving permission. Example: a prison.

Listing addresses - the process of entering in the laptop computer the BSA or descriptive information about living quarters.

Living Quarters - are intended for residential occupancy and are classified as either housing units or group quarters. Living quarters may be located within a traditional house, apartment, or trailer, or living quarters may be located in a non-traditional tent, boat, or container. Living quarters may be occupied or vacant.

Locate Address (LA) Method - The process of finding the place, site, or limits of a basic street address (BSA) and applicable housing unit. Used when an address needs to be field verified.

MAF - Master Address File. A Census Bureau database containing records for HUs, GQs, and non-residential addresses in the United States.

Main entrance - The entrance of a structure for which the address of the building is given.

Manufactured home - A modular home, mobile home, trailer; built in a factory with transportation gear attached (axle and chassis), even if the gear has been removed before placing the manufactured home on a permanent foundation, or the gear is hidden by a skirt, or one or more rooms have been added to the manufactured home.

Map Spot - A mark on an ALMI map indicating the ground position of an address. A structure and map spot have a one-to-one relationship.

MCD - Minor Civil Division. A type of governmental unit that is the primary legal subdivision of a county in 28 States, created to govern or administer an area rather than a specific population. The several types of MCDs

are identified by a variety of terms, such as town, township, and district. Many MCDs represent local, general-purpose governmental units, which makes them required areas for presentation of decennial census data.

Merged - The result of combining two or more unit addresses in the ALMI because they have been physically combined to form one unit address. A merge could involve two or more single family homes or two or more apartments in a multi-unit structure.

Military GQs - Places (often called barracks) that house active duty armed forces personnel on a military base.

Mobile home (MH) - See manufactured home.

Modular home - See manufactured home.

Multiple type GQ - A structure with more than one existing GQ type.

Non-institutional GQs - A place that houses people who stay voluntarily and are allowed to come and go without receiving permission or assistance. Example: college dormitory.

Non-residential - A type of structure that is not meant to be used as living quarters and people do not live there. Examples of non-residential units are: a store, a church, a post office, or a police station.

Outcome Code - A numeric code that indicates what happened to a case, whether it is completed, partially completed, inaccessible, and so forth.

Overview map - An ALMI map. It can be a county overview map or an overview map for a selected geographic area - a specific American Indian/Alaskan Native Area/Hawaiian Homeland (AIANHH), Minor Civil Division (MCD), Place, Tract, or ZIP Code. County level overview maps only show main roads and names in the county. Tract level overview maps show block boundaries, not streets within the block. Overview maps are designed to help easily locate the block and plan a route of travel. Overview maps contain only map features and feature names and are not editable.

PAPI - Paper and Pencil Interviewing. A mode of collecting interview data using a paper questionnaire.

PSU - Primary Sampling Unit. Numeric codes used to assist with field workload assignments. The first two digits are the FIPS State code and the last three digits are the FIPS County code. FIPS stands for Federal Information Processing Standards.

Replacements - are structures or mobile homes that now exist where previously listed structures or mobile homes once stood, but have been demolished or were moved since they were originally listed.

RO - Regional Office.

Rooming house - A house that provides rooms to guests who usually pay on a weekly or monthly basis. Rent does not cover meals, but could cover linens and maid service. Contains only housing units.

Special Place (SP) - A parent organization that usually owns or operates one or more GQs. For example, a university is usually a special place with several dormitories that are GQs.

Structure - a separate building that either has open space on all sides (no other building is attached to it), or is separate from other structures by a dividing wall that extends from ground to roof. A structure and a map spot have a one-to-one relationship.

Targeting - is the process of using a variety of information sources, such as local governments, population estimates, USPS mail delivery statistics, and various administrative records, to identify potential areas where new growth is present.

TIGER - Topologically Integrated Geographic Encoding and Referencing (system or database). It is a digital geographic database that automates the mapping and related geographic activities required to support the US Census Bureau's census and survey programs.

Trailer - See manufactured home.

Ungeocoded address - an address with unknown Census tract and block numbers. Only the county code is known.

Unit Status Code - a numeric code that describes the current status for a housing unit, such as valid address, demolished, open to elements, and so forth.

Unit Type Code - a code that describes

the type of structure found at an address. (Residential, Group Quarters, or Non-residential)

Update Block (UB) Method - the process of canvassing blocks to update ALMI map and address information.

Update Block-NHIS (UB-N) - Update block assignments listed only for NHIS, the National Health Interview Survey.

Verify addresses - the process of reviewing BSA and map spot information by visual observation and asking reliable, knowledgeable sources for confirmation that it is correct.

Year Built Code - a code that indicates whether a structure was built before or after the last Census date.

YMCA - Young Men's Christian Association. An organization that maintains places that offer, at a moderate cost, educational and recreational activities in addition to lodging for transient and non-transient guests. Classify YMCA residences as GQ Type 908.

YMHA - Young Men's Hebrew Association. An organization that maintains places that offer, at a moderate cost, educational and recreational activities in addition to lodging for transient and non-transient guests. Classify YMHA residences as GQ Type 908.

YWCA - Young Women's Christian Association. An organization that maintains places that offer, at a moderate cost, educational and recreational activities in addition to lodging for transient and non-transient

guests. Classify YWCA residences as GQ Type 908.

YWHA - Young Women's Hebrew Association. An organization that maintains places that offer, at a moderate cost, educational and recreational activities in addition to lodging for transient and non-transient guests. Classify YMHA residences as GQ Type 908.

Zone Improvement Plan (ZIP) Code - An administrative unit established by the U.S. Postal service for the distribution of mail.

A

Adding, Updating, and Deleting Roads (Streets)	2.3-2
4-Wheel Drive	2.3-2
Making Corrections on the Map	2.3-4
Named Road	2.3-2
Undeleting a Road (Street)	2.3-6
Unnamed Private Road	2.3-2
Unnamed Public Road (paved or unpaved)	2.3-2
Address Record and Map Spot in Different Blocks	C-8
Address Wizard	2.4-7, 4.2-17
Householder Tab	2.4-14, 4.2-19
Location Address Tab	2.4-12, 4.2-17
Mailing Address Tab	2.4-13, 4.2-18
Unit Status Tab	2.4-8, 4.2-19
Year Built/Trailer Tab	2.4-15, 4.2-24
ALMI Data File Management	1.1-12
Data Backup	1.1-12
Difficulties With the Data Files	1.1-13
General Technical Problems	1.1-12
While Not In ALMI	1.1-12
ALMI Map View	2.3-1
Making Corrections on the Map	2.3-4
Assigning Activity Codes	2.2-7
“A” (Added)	2.2-9
“C” (Changed)	2.2-8
“D” (Deleted)	2.2-8
“M” (Moved-map spot)	2.2-10
“N” (Non-residential)	2.2-10
“U” (Unable to verify)	2.2-10
“V” (Verified)	2.2-7
Assigning Outcome Codes	1.1-14, A-1
Changing Outcome Codes	1.1-15
Transmit to RO	1.1-17

B

Block	2.1-2
-------------	-------

C

Changing Outcome Codes	1.1-15
Completing Your LA Assignment	4.2-38
Completing Your UB Assignment	2.4-30
Creating GQs in the ALMI	3.2-3

D

DAAL Case Management	1.1-1
Demographic Area Address Listing	1.1-1
Determining If the Unit is a Trailer	C-7
Determining Year Built	C-5
Determining Year Built for UB-N	2.5-2

E

Entering the Listing Instruments (ALMI or GAIL)	1.1-10
---	--------

F

Find Growth (FG) Assignments	5.1-2
Group Quarters	5.1-3
Housing Units	5.1-2
Find Growth (FG) Method	5.1-1
Steps to Finding New Growth	5.1-3
Find Growth (FG) Procedures	5.2-1
Creating a New Assignment	5.2-4
Identifying New Growth	5.2-3
Locating the Geographic Area	5.2-1
Locating the New Growth	5.2-2
No Growth Found	5.2-5

G

Geocoded and Ungeocoded Addresses	4.2-4
GAIL	3.1-1
GAIL Start Screen	3.1-3-5, 3.1-8, 3.1-9, 3.1-11-13
GQ Type Codes	3.1-11
Launching the GAIL	3.1-2
Out-Of-Scope GQ Type Codes	3.1-12
Selecting the Listing Method	3.1-13
GAIL Outcome Codes	A-4
GQ-A assignment	3.2-1
GQ Listing Assignments	3.1-1
GQ Type Code	B-1
Group Quarters (GQ)	2.1-3

H

Housing Unit (HU)	2.1-2
Housing Units in GQ-A Assignments	3.4-1
Housing Units in GQ Segment Assignments	
Initial Listing - Partial Conversion	3.4-5
Initial Listing Assignments - Complete Conversions	3.4-2
Previously Listing Using the Complete Listing Method	3.4-9
Updating a Listing - Complete Conversion	3.4-6
Updating A Listing - Partial Conversion	3.4-9

I

Identifying Boundaries	2.2-3
Handling Problems Identifying Block Boundaries	2.2-3
Using the Block Map to Orient Yourself	2.2-4
Identifying Types of Addresses	4.2-1
Basic Street Address	4.2-1
General Delivery Addresses	4.2-4
Post Office Box (PO Box) Addresses	4.2-3
Rural Route and Box Number Addresses	4.2-1
Street Name/Physical Location Description	4.2-2
Importing Datasets	1.1-2
Ineligible GQs	B-0
Institutional GQs	B-1

L

Listing GQs	2.4-28
Listing GQs in the GAIL	3.1-1
Listing the GQ-A Assignment	3.2-4
Listing Living Quarters	2.4-1
Canvassing the Block	2.4-1
Structures	2.4-1
Listing Multi-units	2.4-16
Step 1: Assess your Situation	2.4-16
Step 2a: Determine if the Structure is Map Spotted in the Correc	2.4-16
Step 2b: Spot the Existing Address Records onto the Map	2.4-17
Step 3: Check the Ungeocoded List and Adjacent Block Lists	2.4-20
Step 4: Add Units to the Multi-unit	2.4-25
Listing Structures with One Unit	2.4-2
Locate Address (LA) Method	4.1-1
Group Quarters	4.1-2
Housing Unit	4.1-2
Special Situations	C-1
Locating Geocoded Addresses	4.2-5
Address Search	4.2-6
Feature Search	4.2-6

Locating Hard-to-Find Addresses	4.3-1
Contacting the Regional Office	4.3-2
Locating New Housing Units	4.3-1
Locating the Street	4.3-1
Locating the Unit	4.3-1
Locating Ungeocoded Addresses	4.2-25

M

Materials Needed for FG Assignments	5.1-4
Block Map	5.1-5
Overview Map	5.1-4
Materials Needed for LA Assignments	4.1-3
Block Map	4.1-4
MCD Map	4.1-6
Overview Map	4.1-3
Place Map	4.1-6
ZIP Code Map	4.1-4
Military GQs	B-1
Multiple Duplicates	C-20

N

New Growth Found	2.4-32, 4.2-39
Creating an Update Block Assignment	2.4-33
Non-institutional GQs	B-1
Non-Residential Unit	2.1-3

P

Planning Your Route and Working Your Assignment	1.1-8
---	-------

S

Special Places	2.1-3
Special Situations - GQ-A Assignments	3.5-1
Different GQ Type Codes	3.5-3
Embedded and Freestanding Housing Units	3.5-1
GQ Completely Converts to Regular Housing Units	3.5-4
GQ Contains Some Regular Housing Units	3.5-4
Hotels, Motels, Inns, Resorts, and Bed and Breakfasts (B&Bs)	3.5-9
in a Block That Cannot Be Reconciled With What is on the Ground	3.5-6
Merged GQs	3.5-7
Military GQs	3.5-2
Moved GQs	3.5-1
Rooming/Boarding Houses	3.5-7
Shelters for Abused Women	3.5-9
Some GQ Units Converted to Housing Units	3.5-4
Split Institutional and Non-Institutional GQs	3.5-6
Structure is of Multiple GQ Types	3.5-2

Students at Military Academies	3.5-10
Temporary Housing for the Homeless	3.5-10
Workers' Housing	3.5-8
Special Situations - GQ Segment Assignments	3.5-11
Embedded and Freestanding Housing Units	3.5-11
GQ Assignments With Different GQ Type Codes	3.5-13
GQ Completely Converts to Regular Housing Units	3.5-14
GQ Contains Some Regular Housing Units	3.5-13
Hotels, Motels, Inns, Resorts, and Bed and Breakfasts (B&Bs)	3.5-16
Merged GQs	3.5-14
Military GQs	3.5-11
Moved GQs	3.5-11
Rooming/Boarding Houses	3.5-16
Seasonally Closed GQs	3.5-14
Shelter for Abused Women	3.5-16
Some GQ Units Converted to Housing Units	3.5-13
Split Institutional and Non-Institutional GQs	3.5-14
Structure is of Multiple GQ Types	3.5-12
Students at Military Academies	3.5-18
Temporary Housing for the Homeless	3.5-18
Workers' Housing	3.5-16
Steps to Finding New Growth	5.1-3

U

Unable to Locate the Address	4.3-2
Unit Status Codes	2.4-10
Update Block (UB)	2.1-1
Update Block (UB) Assignment	2.1-1
Special Situations	C-1
Update Block Procedures for NHIS (UB-N)	2.5-1
Using ALMI Maps to Locate a Block	2.2-1
Block Map	2.2-2
Overview Map	2.2-1

V

Valid Outcome Codes for Update Block Assignments	2.4-32
Viewing and Organizing Your Listing Assignments	1.1-5
Assignment Type	1.1-6
Due Date	1.1-8
Status	1.1-8